Chapter 3: Joomla! Users

Introduction

This Chapter deals with:

- The different types of Joomla! Users
- User Registration
- Recovering a lost password
- Logging in to the Front-end
- User's Account Details

Types of Users and Access Permissions

Users of Joomla! web sites can be broken down into two broad categories:

- Guests
- Registered Users

Guests are simply visitors to your Joomla! web site. Depending on how the Super Administrator has configured the site, some content can only be viewed by Registered users while visitors can only browse a limited amount of it, or all the content can be accessible.

Registered Users have registered with your site to obtain a username and password. This username and password allows Registered Users to log into your site, receiving special privileges not available to guests. Registered Users are broken down into two groups:

- Front-end Users
- Back-end Users.

Note: The admin panel refers to these two groups of users as Public Front-end and Public Back-end.

Front-end Users

Front-end Users get additional rights over guests, which may include the ability to create and publish content on the web site. We will generally refer to these users as content providers since their primary goal is to provide content on the web site, not to administer the site or alter its design.

Content providers may provide new content through the web interface using an embedded WYSIWG (What You See Is What You Get) editor without any knowledge of HTML coding.

Within the Front-end User classification there are four specific levels, the site administrator can assign. These levels are: Registered, Author, Editor, and Publisher.

Table 4: Front-end Registered Users

User	*Access & Permissions*
Registered	A Registered User has no ability to create, edit, or publish content on a Joomla! web site. They may submit new Web Links for publication and they may have access to restricted content that is not available to guests.
Author	Authors can create their own content, specify certain aspects of how the content will be displayed, and specify the date when the material should be published.
Editor	Editors have the same abilities as an Author and they can edit their own content as well as that of any other Author.
Publisher	Publishers can perform all the duties of Authors and Editors and have the ability to publish content.

The default user role is Registered User. For Front-end users to receive any other role requires an Administrator or Super Administrator to change their profile through the Back-end Administrator panel.

ⓘ Further Information: Chapter 7: Managing Users

Back-end Users

Back-end users -- Managers, Administrators, and Super Administrators -- are typically thought of as the site administrators, but they also have access to the Front-end interface. Just as with the Front-end Users, Back-end Users may have different privileges.

Table 5: Back-end Registered Users

User	*Access & Permissions*
Manager	A Manager has the same permissions as a Publisher but with access to the Back-end Administrator's panel. Managers have access to all the content associated controls in the administrator panel but are not able to change templates, alter page layouts, or add or delete extensions to Joomla! Managers also have no authority to add users or alter existing user profiles
Administrator	Administrators have a broader range of access than Managers do. Administrators can add and delete extensions to the web site, change templates or alter page layouts and can even alter user profiles equal to their own permission levels or below. What they cannot do is edit the profiles of a Super Administrator or change certain global characteristics of the web site. Super Administrators do not show up in the User Manager screen when users are logged in as an Administrator.
Super Administrator	The Super Administrator has the same kind of power as root in a traditional Linux system and has unrestricted abilities to perform all administrative functions inside of Joomla! Only Super Administrators have the ability to create new users with Super Administrator permissions or to assign Super Administrator permissions to existing users.

The only user that exists after a Joomla! installation is the Super Administrator. This is the 'admin' account created during the installation process.

ⓘ Further Information: Chapter 2: Browser Installation – Step 4.

Registration

Other than the Super Administrator's (admin) account, that is created by default when Joomla! is installed, there are two ways that guests have of becoming registered members on a Joomla! web site.

First, they may register themselves using the register link in the login form, if provided. Second, the Super Administrator, or Administrator if there is one, may enter them directly using the Administrator panel (Back-end).

The two images below show the Login Form with and without the **Register** link.

Figure 15: Front-end Login box

The Login Form displays the **Register** link by default. The Super Administrator may disable this feature.

ⓘ Further Information: Chapter 8: Global Configuration.

For a direct registration, there is an optional e-mail activation to ensure that the potential user is supplying a valid e-mail address, the default for this is also - *enabled*. When enabled, the user will receive an e-mail containing a validation link that they must follow in order to complete the registration process.

Recovering a Lost Password

If you are like most people these days, you have too many passwords and it is inevitable that you are going to forget one eventually. Joomla!, like most systems today, allows you to automatically reset your password should you forget it.

The following dialogue appears when you click on the **Lost Password?** prompt in the Login Form:

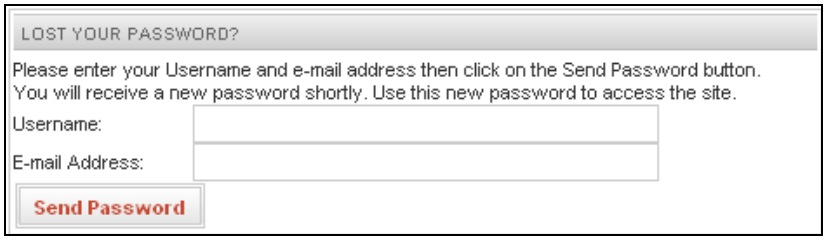

LOST YOUR PASSWORD?
Please enter your Username and e-mail address then click on the Send Password button.
You will receive a new password shortly. Use this new password to access the site.
Username:
E-mail Address:
Send Password

Figure 16: Lost Password Request

When you fill in your username and e-mail address, Joomla! will e-mail you a new password that you can use to access the system.

The reason that Joomla! cannot send your old password to you is that passwords are stored using an encryption format that is not reversible. This means that even Super Administrators cannot view your password!

This is proper practice in web site design these days, so do not be upset that you cannot use your old password, be happy that passwords are protected!

Caution: Since new passwords are sent out via e-mail and e-mail is inherently insecure. It is always a good idea to change passwords received via e-mail as soon as possible.

If your e-mail address has changed, the only option you will have is to find a link on the site to contact the Super Administrator and have them send it to you.

Logging In and Out

Log In

Once you have registered with the web site and, optionally, responded to your validation e-mail, you simply enter your username and password in the **Login Form** and click the **Login** button to login to the web site.

User Menu

Figure 17: User Menu

Once you have logged in to the web site you will notice that a **User Menu** appears in the left navigation pane. This menu may contain more or less options depending on the individual web site.

The following Table gives a short description of the typical menu items you are likely to see:

Table 6: User Menu Options

Menu Option	*Details/Options*
Your Details:	Used to view and/or modify your account details.
Submit News:	Used to submit your new Content Items (Author and Above).
Submit Web Link:	Used to submit new web links that you have found (Registered users and above).
Check-In My Items:	Used to check in any items you may have been working on but not saved.

Your Details

To view your account details you can click on the **Your Details** menu link, which will present you with the following options screen:

Figure 18: User Details screen

Here you can change Your Name, e-mail address, User Name and Password.

User Editor:

You can also select the default User or WYSIWYG Editor from the User Editor drop down list.

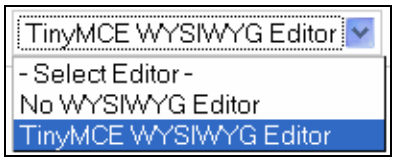


Figure 19: User Editor select drop down

In a default installation the only editor that is available is *TinyMCE*, which provides good basic abilities to edit content right from the web site. The Administrator may install additional editors, in which case they would be available from the drop down list as well. You may also choose no WYSIWYG editor if you wish to input your content without the use of the WYSIWYG editor.

Note: This option will require some knowledge of HTML.

Chapter 4: explores - Submitting News, Web Links, and Check In Items further.

Logout:

Click on the **Logout** button to end the current session.

Chapter 4: Accessing Functions from the Front-end

Introduction

As you saw in the last chapter, once you have registered with a Joomla! web site you will see a distinct **User Menu** when you log in.

Regardless of your specific role, i.e. Registered, Author, Editor, or Publisher, you will see the same User Menu. However, the functions available from the menu will vary depending on the access permissions you have.

In this chapter, we will look at:

- Managing Content
- Submitting Web Links
- Checkin Items

Manage Content

In general, content management consists of the following three operations:

- Submission of new content to the system (Content Item).
- Proof reading and editing of that content if necessary.
- Publication of the content.

In the Joomla! scheme of things, **Authors** are generally responsible for submitting content, **Editors** for proof reading and/or editing content, and **Publishers** for publishing content. However, both Editors and Publishers may submit content and a Publisher can edit as well.

For the purposes of this chapter, we will assume that Authors are creating the content, Editors are editing the content, and Publishers are publishing the content.

Author

As we said earlier, different roles can be assigned to users on a Joomla! web site. By default, this is that of a Registered user. This type of user cannot submit Content Items.

> Note: In order to follow along with these examples you must either have system administration privileges to edit the role of the user or request that your system administrator set you up with users that have the specific roles covered in these examples. Otherwise, you can simply read along and try the examples out at some point in the future.

Submit News via the Front-end

> Access: Select **User Menu>Submit News**

When an Author clicks on the **Submit News** menu link, in their User Menu, they will be presented with a dialogue entitled **The News / Add Content**.

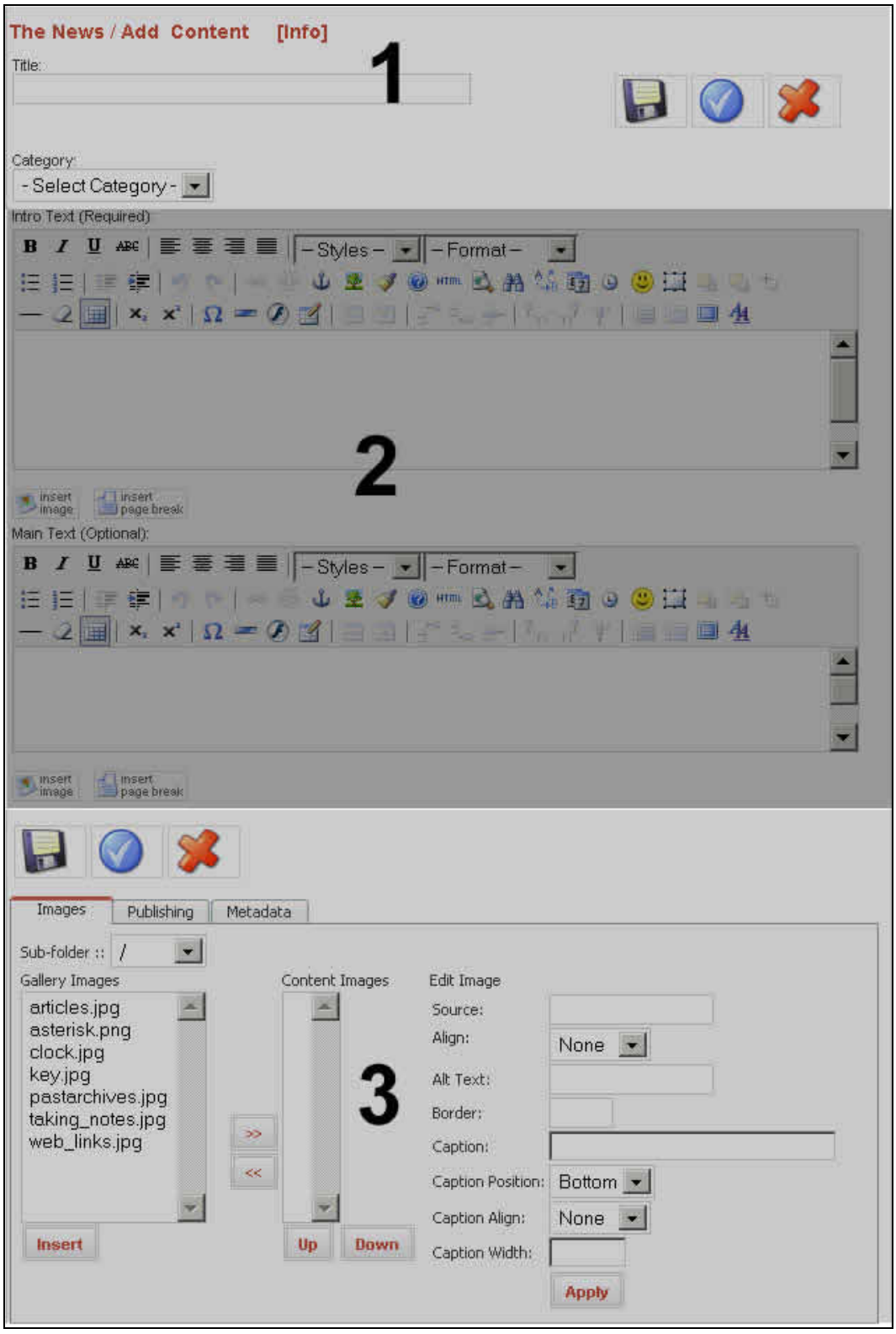


Figure 20: Add Content from the Front-end

This window has three main areas:

The top area contains input fields for the title of the new article and an appropriate Category for the Item.

> Note: The available categories will depend on the way the site content has been set up. In general, where only one Section has been set up, all the categories for that Section will be available. If you have multiple Sections, you will need to set up multiple links on the User Menu: one for each Section.

Toolbar Buttons: **Save**, **Apply,** and **Cancel** are available.

> Note: **Save** will save the data and close the window. **Apply** will save the data while leaving the Add Content screen open.

The second major area of the screen contains the WYSIWYG editor where the Author enters the content. The WYSIWYG editor that is included in the Joomla! installation by default is known as *TinyMCE* and contains many of the features available in a typical HTML editing program. With the editor you can type in and format, content without having to know HTML. Here are just some of the features of this editor are:

- Choose font size style and colour.
- Insert bulleted or numbered lists.
- Justify text with left, centre or right attributes.
- Insert hyperlinks.
- Create and edit Tables for inserting Tabular content.

You will notice that there are two WYSIWYG editor panes. The first one allows you to type some Intro (introduction) Text for your article. This serves as a summary of the article and can be used as a teaser for the full article when the content is displayed under certain circumstances, such as a Front Page article, or on the blog style page, rendering that is supported by Joomla!. It is not necessary to split your article up in this fashion as you can simply type the entire article into the Intro Text window.

The second WYSIWYG editor is where you type the Main Text. As we said, this area is optional as all text may be input into just the Intro Text field.

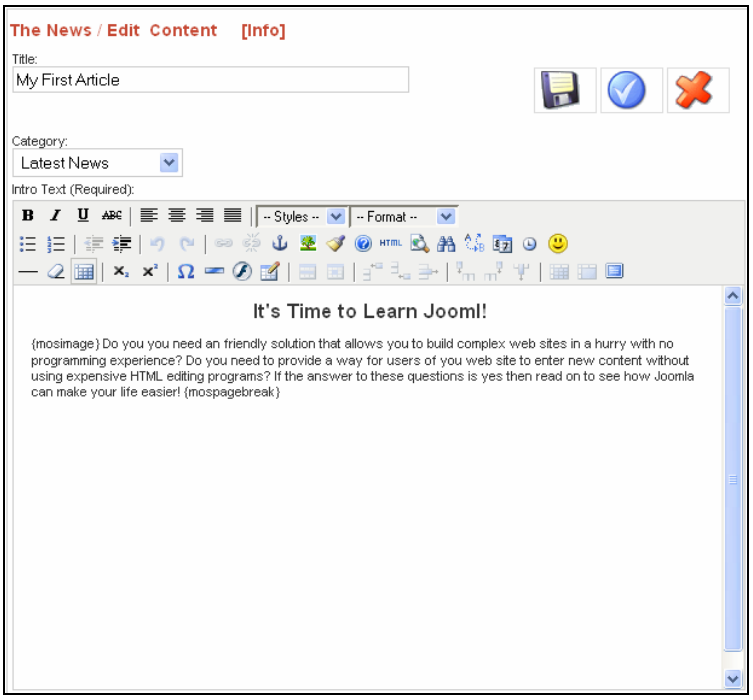

The News / Edit Content [Info]
Title:
My First Article
Category:
Latest News
Intro Text (Required):
-- Styles --
-- Format --
It's Time to Learn Jooml!
{mosimage} Do you you need an friendly solution that allows you to build complex web sites in a hurry with no programming experience? Do you need to provide a way for users of you web site to enter new content without using expensive HTML editing programs? If the answer to these questions is yes then read on to see how Joomla can make your life easier! {mospagebreak}

Figure 21: Adding Intro Text

In addition to all the standard HTML type formatting, you may also insert images into your Content Item. Inserting images is done differently in Joomla! than you may be used to in programs such as Dreamweaver. Joomla! uses tags, `{mosimage}`, in your article that identify where pictures should go; the pictures are inserted by the system when called up by visitors to the web site.

Just below the WYSIWYG editor display, you will see two buttons The first labelled **Insert Image** enables you to insert the image tag anywhere in to your text. When you do this, you will notice that the editor simply inserts the tag `{mosimage}` into the text.

The second button, called **Insert Page Break** inserts a page break at a particular point inside your document. Clicking on this button will insert the tag `{mospagebreak}` inside your document.

Documents with embedded page breaks will display an **Article Index** when the document is displayed. **Next** and **Previous** links, at the bottom of the document, are provided for easy navigation from one page to the next.

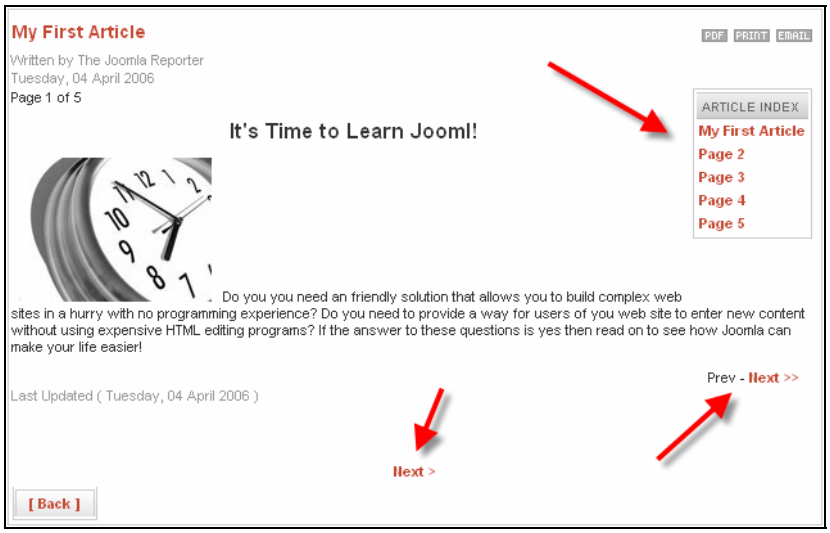

My First Article
PDF PRINT EMAIL
Written by The Joomla Reporter
Tuesday, 04 April 2006
Page 1 of 5
It's Time to Learn Joomla!
ARTICLE INDEX
My First Article
Page 2
Page 3
Page 4
Page 5
Do you you need an friendly solution that allows you to build complex web sites in a hurry with no programming experience? Do you need to provide a way for users of you web site to enter new content without using expensive HTML editing programs? If the answer to these questions is yes then read on to see how Joomla can make your life easier!
Prev - Next >>
Last Updated (Tuesday, 04 April 2006)
Next >
[Back]

Figure 22: Multi-page Content Item Index

The last of the three sections contains three Tabs entitled **Images**, **Publishing,** and **Metadata**. These Tabs are used to control various aspects of your content such as associating images with the `{mosimage}` tags, setting the publishing dates, and specifying the metadata for your article.

This Tabbed window will take on different characteristics depending on the permissions of the user who is currently logged into the system; the principal difference being that Publishers will have a field available in the Publishing Tab that will enable them to publish the article on the web site. This functionality will not be available to Authors and Editors.

Images Tab

The **Images** Tab contains the necessary options to assign images to the `{mosimage}` tags you inserted in your article. One important thing to keep in mind here is that the images will appear in the Content Item in the order that they appear in the **Content Images** field. You can use the **Up** and **Down** buttons to adjust the order of the images.

The right hand column contains various attributes that you can assign or adjust for the image that you have picked. These include the alignment of the picture, any alternate text that you would like to have displayed when the user's mouse is over the picture and a caption for the picture and the position that you would like it to appear. Once you have set the desired attributes for the image, click the **Apply** button.

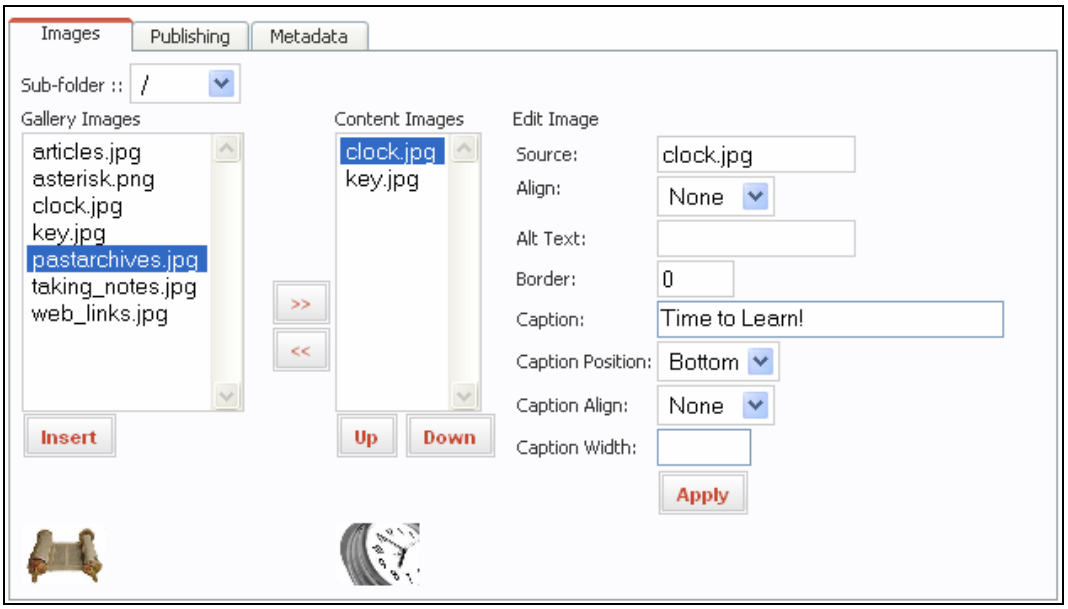


Figure 23: Images Tab Front-end

Okay so we see how to assign images to the `{mosimage}` tags that we embedded in to our documents but where do these images come from?

Joomla! has a Media Manager, which can only be accessed through the Administrator panel (Back-end).

ⓘ Further Information: Chapter 6: Managing Media

The Media Manager allows you to upload, store and organise your images. The images used for articles are stored in a sub-folder called stories under the images directory.

In the upper left-hand corner of the images Tab, you will see the Sub-folder drop-down list. Use this list to select the sub-folders underneath the stories folder.

Publishing Tab

The next Tab in this window is the **Publishing** Tab. This allows the Author to specify:

- The intended viewing audience
- The proposed start and finish dates for publishing
- Whether the article is to be shown on the Front Page of the web site.

Figure 24: Publishing Tab Front-end

The first field, **Access Level**, determines who can see the article:

Field Name	***Details/Options***	
Access Level:	There are thee levels of access:	
	Public:	The article will be available to every user in the Public area of the web site including guests.
	Registered:	If the Author chooses to make the Access Level Registered, the content will only be available to Registered users.
	Special:	Determines that the article will only be available to users with Manager, Administrator, or Super Administrator permissions.
Author Alias:	The Author can create a new article under an alias rather than the Username that they use to login to the web site. Of course, this along with all other aspects of the article, are subject to editorial review by an Editor or Publisher.	
Ordering:	Any new article is, by default, added to the top of the list of articles. Ultimately, the Editor or Publisher will determine their position. The item must be saved first though.	
Start Publishing:	The last fields in the Publishing Tab determine when the article will appear and if it will be displayed on the Front Page. The field allows the author to specify the date and time that the article will become available on the web site. The format for specifying a time is 'Year-Month-Day'. As you can see from the picture above this article was set to start publishing on October 14, 2006.	
Finish Publishing:	The Finish publishing field will accept the same date format as the Start Publishing field but also understands the keyword Never allowing the article to become a permanent part of the web site.	

Note: Content submitted by Authors will not appear on the web site until a Publisher or Administrator publishes it. If this does not happen prior to the Start Publishing date and time the article will not show up at the time specified by the author so they should allow enough lead time for the article to be reviewed and published.

It is not necessary to go and find a calendar to determine the appropriate Start and Finish Publishing dates. Joomla! includes a handy little drop down calendar widget that appears when you press the ... button next to either field.

This calendar allows you to browse forward or backward by month or year, searching for the appropriate date. Select a date by double clicking on it. If you single click on a date, the date will be highlighted and immediately show up in the associated text field. Clicking anywhere on the page outside the calendar will close the calendar, whatever date you had selected will remain in the text field.

Note: When you select a date with the calendar, the time field will disappear, so you will have to re-enter the time manually if you use the date picker widget to select a calendar day. Remember, the format is 'Year-Month-Day Hour:Minutes:Seconds'

Metadata Tab

The last Tab in this attributes window is the Metadata Tab and is used to set the Metadata associated with the article the Author just entered.

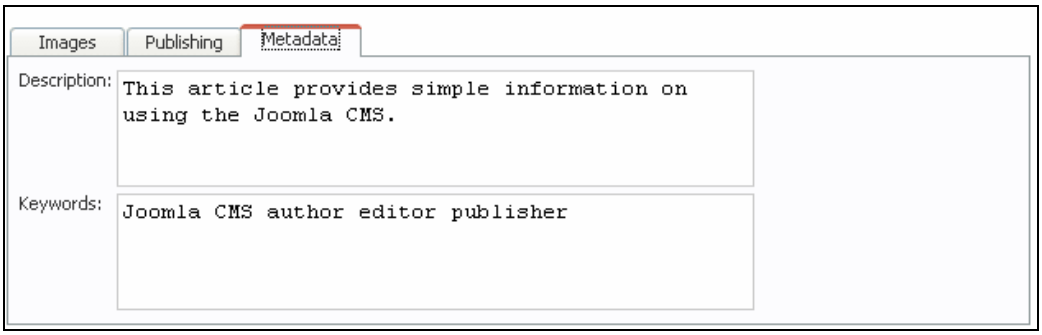


Figure 25: Metadata Tab Front-end

The Description and Keywords fields entered here will not be visible in the published document, Search Engines, and other systems, use them to classify the information contained in the article. The following HTML code will appear inside the `<head></head>` tag of the published HTML document.

```
<meta name="description" content="Joomla!: the dynamic portal engine and content management system, This article provides simple information on using the Joomla! CMS." />
```

```
<meta name="keywords" content="Joomla! CMS author editor publisher" />
```

Editor

In Joomla!, Authors may edit their own content once it has been published. Additionally, Editors and Publishers may also edit the content submitted by any Author on the site. Editing is the same process that I used to submit new content. All of the screens are the same and they perform the same function. The only slight difference that you need to understand is how to access the article to be able to edit it.

When logged into the Joomla! system Authors, Editors and Publishers will see a small **Edit** button next to the articles that they have been responsible for authoring, editing, or publishing. Clicking on this button will bring up the content edit window containing the same screens that we just discussed for authoring content. From here, you may edit the content and save the article once again.

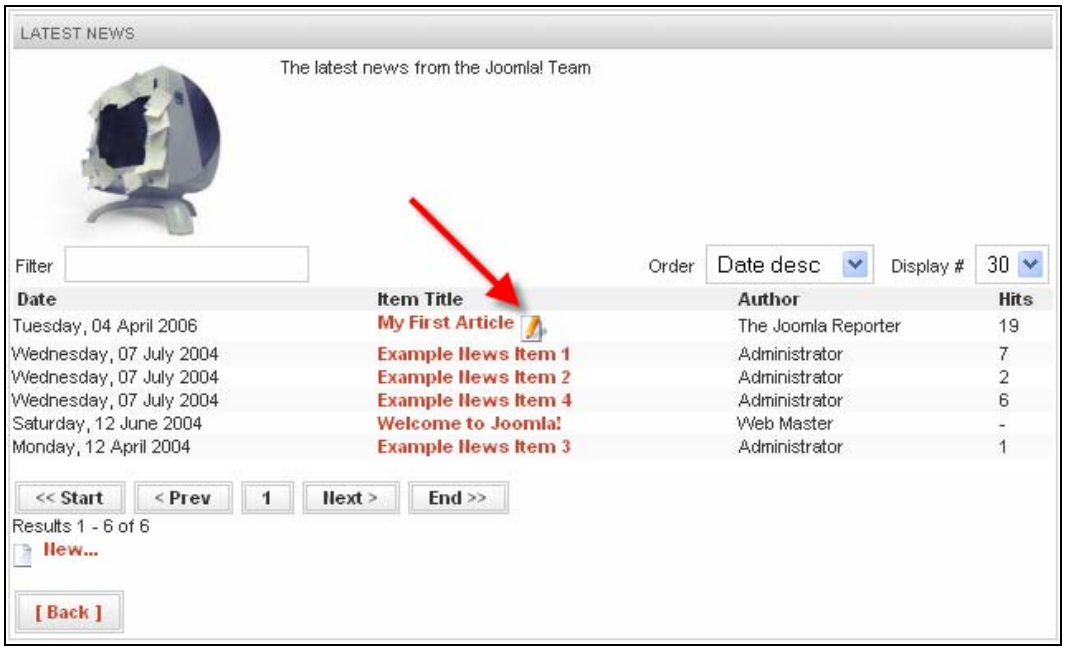


Figure 26: Category List screen

As you can see from the picture above, Editors and Publishers will see this button associated with any content on the system allowing them to edit any article by any Author.

Publisher

Publishers have all the same abilities as Authors and Editors plus the ability to publish articles on the web site. All the controls that we just saw for submitting and editing content are also available to Publishers. A Publisher may author their own content, edit the content of all Authors or Editors, and publish the articles to the web site.

The most noticeable difference that a Publisher will see when logged in to the web site is the addition of a new field called **State** in the Publishing Tab when authoring new content or editing an existing Content Item. It allows the Publisher to publish articles without having access to the Administrator (Back-end) panel.

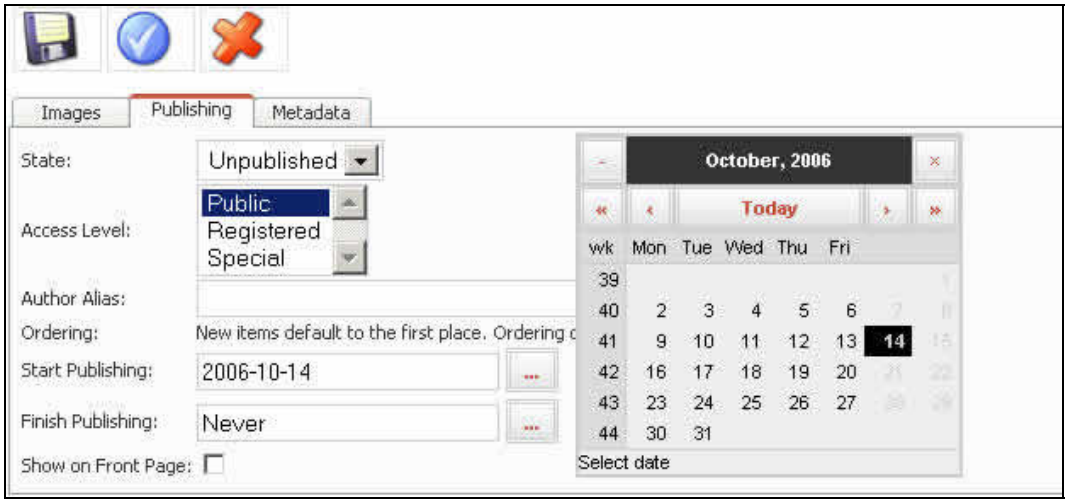


Figure 27: Publishing Tab Front-end Publishers

The selection list available for this field has just two choices, **Published** and **Unpublished**. When published the article will be viewable on the web site between the times and dates specified by the **Start Publishing** and **Finish Publishing** fields.

Note: Publishers may publish articles on Joomla! web sites. However, they do not have access to the Administrator's (Back-end) panel. The equivalent role to a Publisher, which allows access to the Administrator's (Back-end) panel, is the Manager. This is discussed later in this user's manual.

Submit a Web Link

The web link is another form of content that a Joomla! web site uses.

Web links are simply links to other web sites of interest and all Registered users can submit them.

You access this function by clicking on the **Submit Web Link** menu item in the User Menu.

As you can see from the picture below, when you click on the **Submit Web Link** menu item a new dialogue box appears that allows you to enter the **Name**, **Section**, **URL**, and **Description** of the web link.

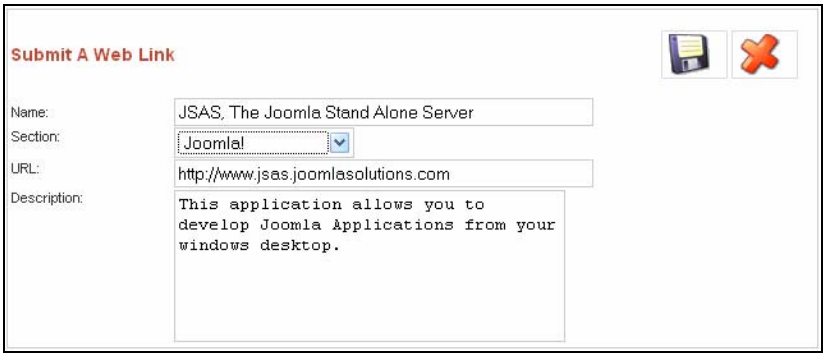


Figure 28: Submit a Web Link

You will notice that immediately after submitting a new Web Link that the system will return you to the home page with a small -- often overlooked -- message thanking you for your submission and confirming that it needs reviewing before being posted to the web site.

Home
Thanks for your submission. Your submission will now be reviewed before being posted to the site.
Example FAQ Item 1
Written by Administrator
Wednesday, 12 May 2004
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Figure 29: Submit Web Link thank you

There is an interesting caveat to the Submit Web Links function in a Joomla! web site. Web links are not publishable from the Front-end of the Joomla! web site. This means that any web links submitted, by any user from the Front-end, require a user with Back-end administrator privileges to publish the web link before it becomes available on the site Front-end.

Note: Web links are the only type of content that a Registered user may submit!

After publication, a web link will be available from the Links section of the web site. In a default Joomla! installation access is by the **Links** item on the **Main Menu**.

This will bring you to a page that displays the Category of links available. Picking one of the categories will produce a page like the one below where we see our new link is now available for use.

Figure 30: Web Link screen

Note: The introductory text on the Web Links Categories page is editable. Access is via the language file.

Further Information: Chapter 8: Language Manager

Check-In My Items

When working in one of the edit windows, such as when an Author is creating new content, you should always click on the **Cancel** or **Save** buttons to exit the page. The reason for this is that Joomla! locks the content while you are editing it, preventing other users such as Editors and Publishers from accessing the content.

Exiting these edit windows improperly can mean the Item becomes '*locked*' to others. Here are just a few cases when this could occur:

- The user may accidentally close their browser window before cancelling or saving the transaction.
- The user may use the browser navigation functions to move away from the site before cancelling or saving the transaction.
- Perhaps a power failure just knocks your PC out at the wrong time.

Whatever the reason, not saving, or cancelling the transaction properly can lock users from accessing the article later.

If you click on an **Edit** button, to edit an article, and see the following dialogue box displayed it means that someone did not save or cancel an editing session properly.

Figure 31: Item locked

To correct this, the user who checked out the Item must do one of the following:

- Use the **Check-In My Items** option in the User Menu.
- Re-enter the Item to complete, or cancel, the edit they were undertaking.
- Get a Super Administrator to carry out a **Global Checkin**.

Chapter 5: Introduction to Accessing Functions from the Back-end

Introduction

In this chapter, we will:

- Look at how Managers, Administrators, and Super Administrators log in to the Back-end functions.
- Examine the Control Panel, located on the Back-end's Home page.
- Describe the default buttons Joomla! uses.

Logging in to the Back-end

The Back-end functions are available by logging onto the Back-end via the **www.yourdomainname.com/administrator** URL.

This will display the Login screen.

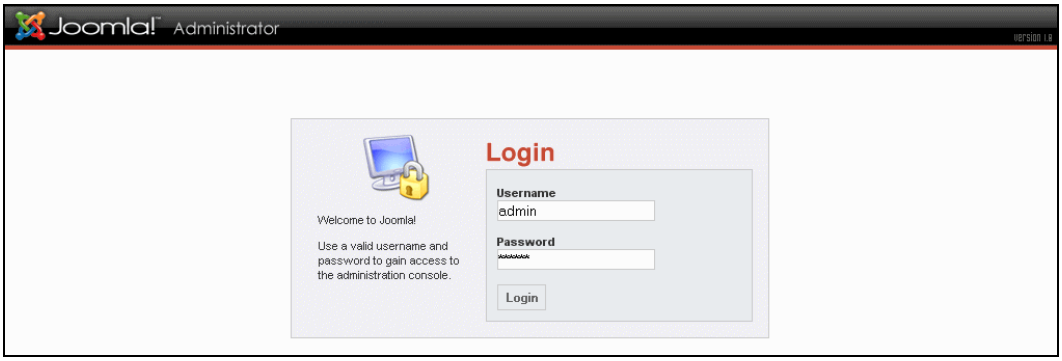


Figure 32: Back-end Login screen

Input you Username and Password in their respective fields and click the **Login** button. The Control Panel (Home page) is displayed.

The Control Panel

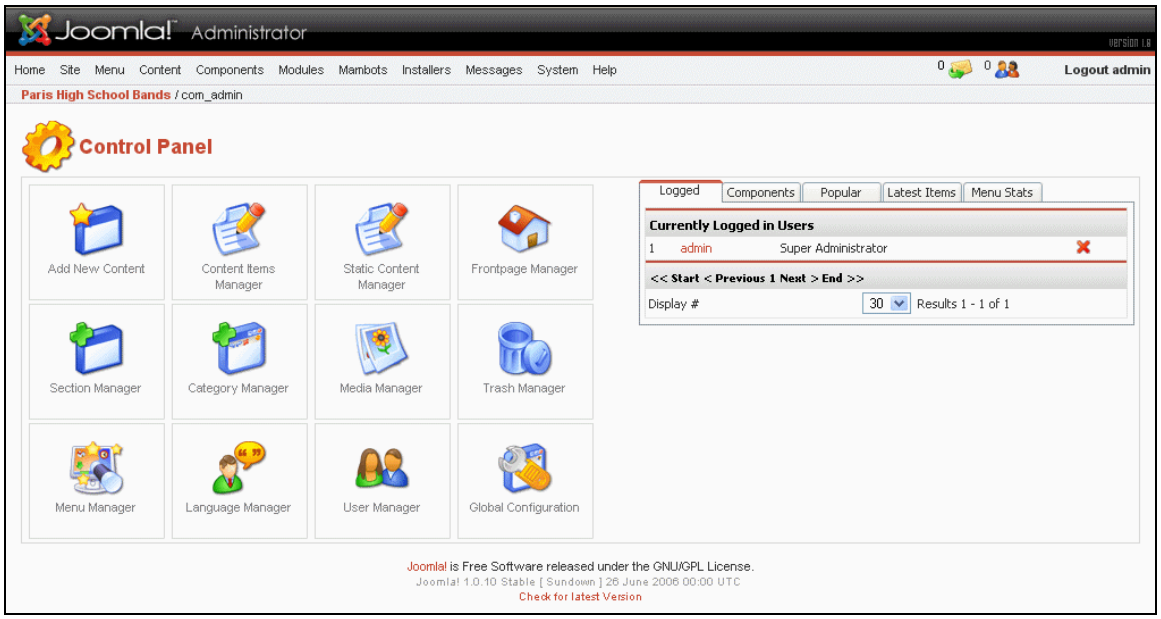


Figure 33: Control Panel screen

The Control Panel, also known as the Home page, is always accessible from the **Home** menu option.

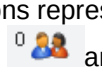
The Control Panel consists of four distinct areas:

Menu Options:

Home Site Menu Content Components Modules Mambots Installers Messages System Help

The menu provides access to all the Back-end functions available. The menu and sub-menu options displayed will vary according to your User status, i.e. Manager, Administrator, or Super Administrator.

ⓘ Further Information: Appendix B – Back-end Menu Options

On the right hand, side there are buttons representing the number of private messages you have , the number of logged on Users  and a **Logout** link.

Quick Link Buttons:

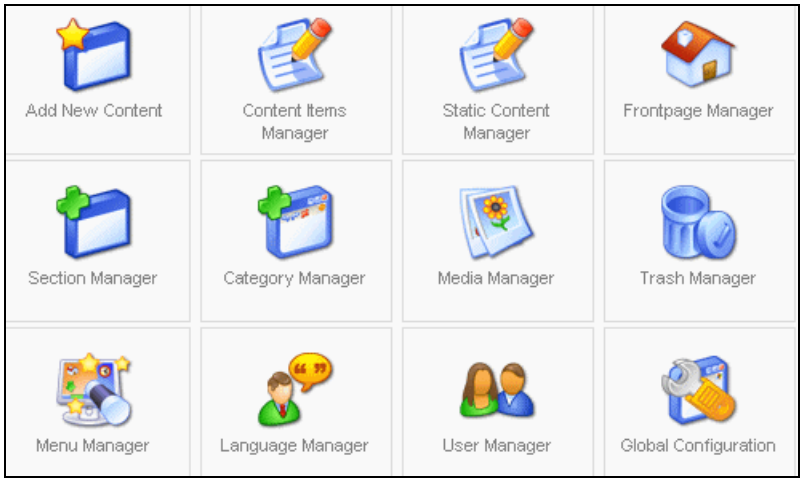


Figure 34: Quick Links on Control Panel

These quick link buttons provide access to a number of common tasks with one click.

Control Panel

Table 7: Control Panel buttons

Toolbar Button Image	*Function(s)*	*Description*
	Add New Content.	Displays the Content Item: New screen
	Content Items Manager.	Displays the Content Items Manager [Section: All] screen
	Static Content Manager.	Displays the Static Content Manager screen.
	Frontpage Manager.	Displays the Frontpage Manager screen.
	Section Manager.	Displays the Section Manager screen.
	Category Manager.	Displays the Category Manager [Content: All] screen.
	Media Manager.	Displays the Media Manager screen.
	Trash Manager.	Displays the Trash Manager screen.
	Menu Manager.	Displays the Menu Manager screen.
	Language Manager.	Displays the Language Manager [Site] screen.
	User Manager.	Displays the User Manager screen.
	Global Configuration.	This displays the Global Configuration screen.

Other Screens

Table 8: Other Screens Buttons

Button Image	*Function(s)*	*Description*
	Save.	Click **Save** to save the data on the screen you are using and return to the appropriate list screen, e.g. **Content Items Manager [Section: All]**.
	Apply.,	Save the data on the screen, and remain on that screen.
	Cancel, Logout.	The correct way to leave an input screen, or to force a logout.
	Help	Access the built in help system. The button is not referred to in the **Toolbar Button**: lists for processes described in this manual but it is available on all screens.
	Publish, Default, Assign, and Send Mail.	Used with Sections, Categories, and Content Items etc. to control publication, assigning a template or sending a Mass Mail.
	Unpublish.	Used with Sections, Categories, and Content Items etc. to control publication.
	Delete, Trash, Uninstall.	Used to delete from the database, send to the Trash Manager, or uninstall a Component, Module, or Mambot.
	Edit.	Used to edit Sections, Categories etc.
	New.	Used to create new Content Items etc.
	Upload.	Used to upload images to the Media Manager.
	Edit HTML.	Used to edit a template.
	Edit CSS.	Used to edit a template's .css file.
	Restore.	Used to restore items that have been sent to the Trash Manager.

	Copy.	Used to copy Content Items etc.
	Move.	Used to move Content Items between Sections/Categories etc.
	Archive.	Used to archive Content Items.

Administrator Modules:

The modules display logged on users, Components installed, most Popular Content Items viewed, Latest Content Items published, and Menus with the number of links per menu.

The order, and whether the modules are displayed, or not, can be controlled from the menu option:

Access: Select **Modules > Administrator Modules**

Logged Tab:

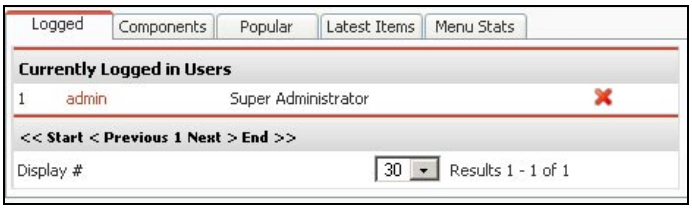


Figure 35: Administrator Modules - Logged

This displays a list of users currently logged on together with their access level (both in the Back-end and in the Front-end sections). Click a username to go to the User Edit page for that user.

Logout a user by clicking the red cross.

Components Tab:

Figure 36 Administrator Modules - Components

This displays a list of Components installed. Click a Component's title to access that Component.

Popular Tab:

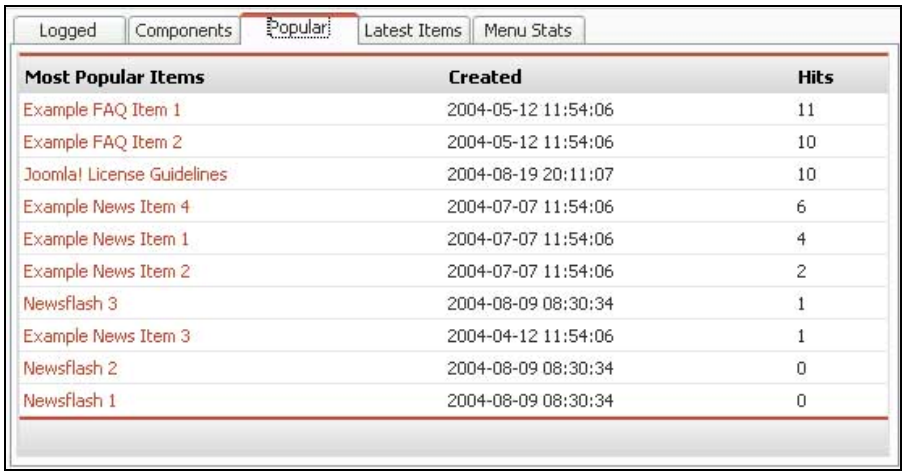


Figure 37 Administrator Modules - Popular

Click this Tab to access the screen that lists in order, the most popular Content Items on your site. Included are the dates the Content Items were created, and the number of hits or views. Click the Content Item name to edit that item.

Latest Items Tab:

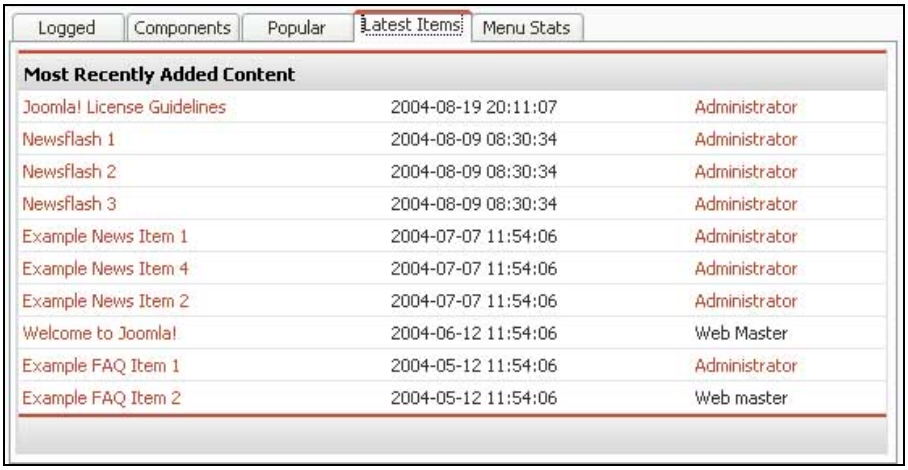


Figure 38 Administrator Modules - Latest Items

Click this Tab to access a screen that lists the most recently added Content Items. This includes the creation date and the author. Click the Content Item name to edit that item.

Menu Stats Tab:

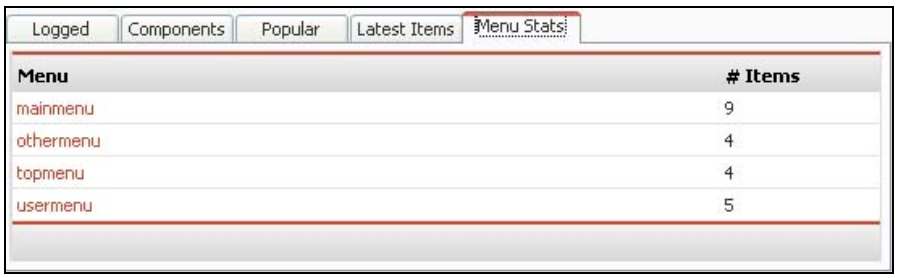


Figure 39 Administrator Modules - Menu Stats

Click this Tab to access the screen that lists all menus and the number of item links in each menu. The number of links is the total created, not the total published. Click the name of a menu to access the screen that lists the items for that menu.

Check for Newer Version

On the Home Page, the following button is available to check for a newer version of Joomla!. This will take you to http://www.joomla.org/content/blogcategory/32/66/ with details of the latest version.

Figure 40: Check for newer version

Security Settings

If the following box is displayed, you need to be aware of PHP server settings not being optimal for Security.

Follow the link to http://forum.joomla.org/index.php/topic,81058.0.html to find additional information.

Following PHP Server Settings are not optimal for Security and it is recommended to change them:
Joomla! RG_EMULATION setting is `ON` instead of `OFF` in file globals.php
`ON` by default for compatibility reasons
Please check the Official Joomla! Server Security post for more information.

Figure 41: PHP Security Settings

Chapter 6: Accessing Functions from the Back-end: Manager

Introduction

The Manager has all the Front-end access privileges of a Publisher. In addition, they have the following Back-end privileges, which are covered in detail in this chapter:

- Media Manager
- Preview
- Statistics
- Menu Items
- Managing Content: Sections, Categories and Content Items
- Frontpage Manager
- Archive Manager

When a Manager logs in to the Control Panel, as described in the previous chapter, they will see the following screen.

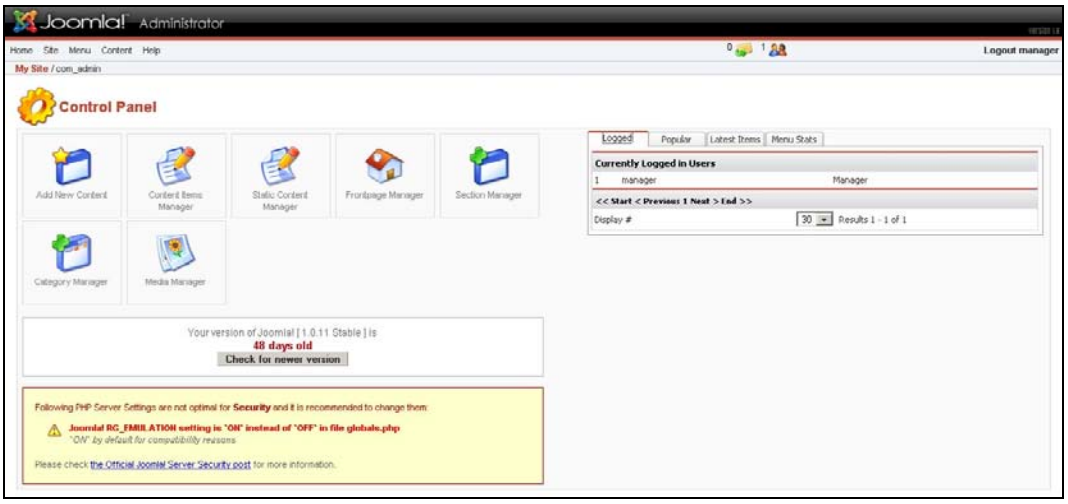

Joomla! Administrator
Home Site Menu Content Help
Logout manager
My Site /com_admin
Control Panel
Add New Content
Content Items Manager
Static Content Manager
Frontpage Manager
Section Manager
Category Manager
Media Manager
Logged
Popular
Latest Items
Menu Stats
Currently Logged in Users
1 manager Manager
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 1 of 1
Your version of Joomla! [1.0.11 Stable] is
48 days old
Check for newer version
Following PHP Server Settings are not optimal for Security and it is recommended to change them:
Joomla! REGISTER_GLOBALS setting is "ON" instead of "OFF" in file globals.php
"ON" by default for compatibility reasons
Please check the Official Joomla! Server Security post for more information.

Figure 42: Control Panel - Manager

You will notice that the menus are limited to **Home**, **Site**, **Menu**, **Content,** and **Help**. Within these, there is a sub-set of the full menu options.

ⓘ Further Information: Appendix B: Back-end Menu Options

Media Manager

Access: Select **Site > Media Manager**.

The **Media Manager** screen will be displayed.

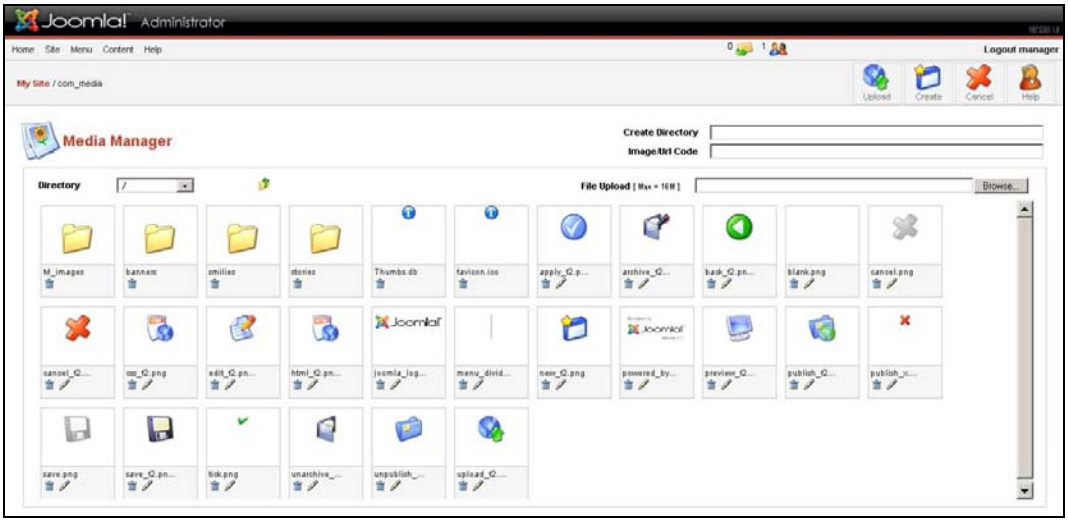


Figure 43: Media Manager screen

This screen displays the entire images folder, i.e. **www.yourdomainname.com/images**. This is useful to remember, as you need to select the correct sub-folder to upload images, which will be available to your Content Items.

Normally, you will see the following sub-folders:

M_images, banners, smilies, and stories (used to store images for Content Items). In addition, you will see a number of images in the images folder itself.

Some third party Components, e.g. *Zoom Gallery*, may create sub-folders in the images folder.

Access: Click on a folder button or use the Directory drop down box to access a sub-folder.

Use the **Up** directory button to move up in the folder, sub-folder hierarchy.

Note: Images for use in Content Items are stored in the stories sub-folder. It is a good idea to organise your images in a logical set of sub-folders. I remember one person putting hundreds of images directly in the stories sub-folder. Not only did it take a long time to load but also they had a never-ending quantity of images making it difficult to manage!

In this section we will look at:

- Creating a folder
- Uploading an image
- Deleting an image
- Using the Image/Url Code

Create a folder

Click on the stories sub-folder button.

Note: The change in the Directory drop down box to /stories.

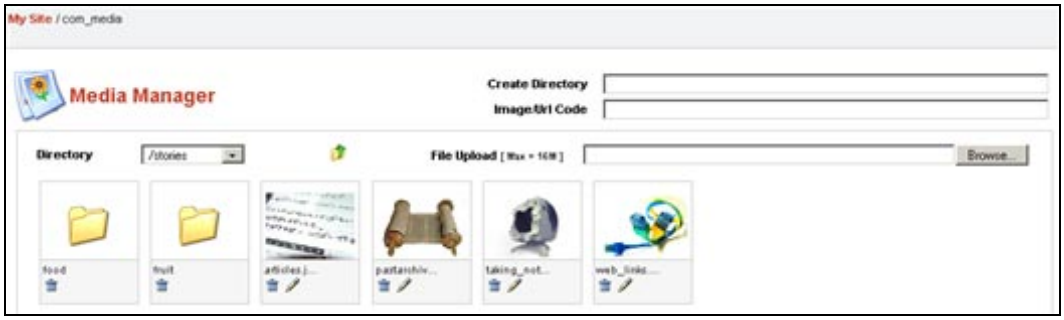


Figure 44: Media Manager screen detail

Enter a name in the Create Directory field.

Note: Ideally use all lower case with no spaces or use an underscore and keep it short, e.g. newsitems or news_items.

Then, click the **Create** button. When the screen is refreshed, a new folder will have been added to the **images/stories** sub-folder.

Upload and Delete an Image

Ok, so now you have created a sub-folder, let us upload an image.

Use the **Browse** button to locate the image on your local computer that you wish to upload.

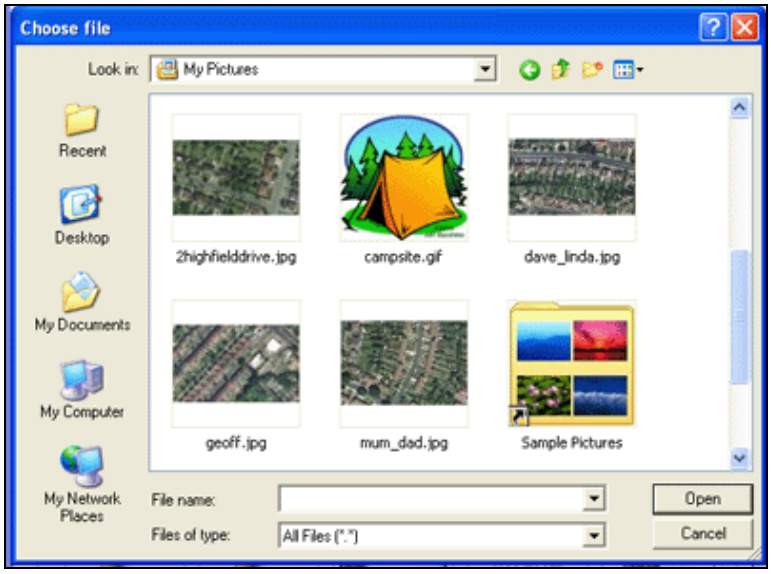


Figure 45: Uploading an Image

From the **Choose File** dialogue, click on the selected image and click on **Open**. The pathname to the selected image is displayed in the File Upload box.

Now click the **Upload** button.

At the conclusion of the upload a confirmation, **Upload completed**, will be displayed on the screen and a thumbnail of the image will have been added to the **/stories sub-folder**.

There are two things to note about the thumbnail:

- The **Trash** button allows you to delete the image from the folder.
- The **Edit** button allows you to generate the image's pathname in the Image/URL code field.

Notes on images:

1. I have found it best to keep the image file names as short as possible. Use lower case letters and/or numbers without spaces. I always use the underscore, _, to put gaps in a file name if I need it, e.g. camp_tent.gif.
2. Remember to keep files and image sizes small.
3. File Size – Someone asked why a web page with one small image and a lot of text took over 1 minute to load. The answer was simple:
   (A) The original image, which was large, was scaled down to a small image size in the browser and was, therefore, still the same file size. When you resize your image on your web page, you have done nothing to the file size. What you are actually doing is telling the browser to re scale the image on the fly. This creates a lot of work for the browser.
4. When you use an image-editing program to resize the image, and save it as a .jpg or a .gif, you have actually created a smaller image and, therefore, a small file size.
5. If you want to optimise your images, the first thing you need to know about is the three image formats recognised by your web browser.
6. gif: These are gif (pronounced jif as in Jiffy), .jpg/jpeg (pronounced Jay-Peg) and .png (pronounced ping). .gif, jpg and png files are compressed. That means that information has been organised inside the file in a special way to minimise the file size.
7. The difference between gif, jpg, and png files is the way that they compress the data.
   JPG: JPG compression is designed to optimise photographs or images with fine gradations of colour.
8. PNG: GIF compression is designed to optimise images with large continuous areas of colour, such as illustrations. The PNG file format for image compression is expected to replace the Graphics Interchange Format. The PNG format was developed by an Internet committee expressly to be patent-free. It provides a number of improvements over the GIF format. Like a GIF, a PNG file is compressed in lossless fashion (meaning all image information is restored when the file is decompressed during viewing). A PNG file is not intended to replace the JPEG format, which is 'lossy' but lets the creator make a trade-off between file size and image quality when the image is compressed.
9. Typically, an image in a PNG file can be 10 to 30% more compressed than in a GIF format. An image of around 19.5K in size will take approximately 3.5 seconds to download at 56Kbps. Although broadband access to the Internet is becoming increasingly common, do not forget to design your site for the lowest common denominator. Dial up access still represents a significant number of Internet users.
10. Image Dimensions: Refer to the dimensions of your template to avoid adding a large image that will stretch the width of your template, particularly if you are using a fixed width Table. For example, if I have a fixed width Table of 760 pixels and a block on the left hand side of 150 pixels for the menu, this leaves me 610 pixels to play with for the main body of the site. If I insert a 500-pixel width image and want to wrap my text around it, this leaves me just 110 pixels width for text. This might be too narrow.

Using the Image/Url Code

The **image/url code** allows you to insert the <img> tag, with its correct pathname, into a Content Item without using the {mosimage} tag.

From the Media Manager screen click on the **Edit** button to generate the code in the **image/url Code** field.

Copy the code in the **image/url Code** field and save it to be used in a Content Item or any other screen that will take HTML, e.g. Category description field.

Preview

Preview is a function that allows you to view the web site(Front-End) from your Administrator (Back-end) Panel

Access: Select **Site > Preview**.

The **Preview** menu, found under the **Site** menu option has three sub options, which are explained below.

In New Window

This option will open your Joomla! web site in a new browser window of your default web browser.

Inline

This option will open your Joomla! web site inside the Administrator's interface. There is an option from the Inline Site Preview to **Open in new window** to view the web site in a new browser window.

Figure 46: Preview Inline screen

Inline with Positions

This option will open your Joomla! web site, in schematic form, inside the Administrator's interface.

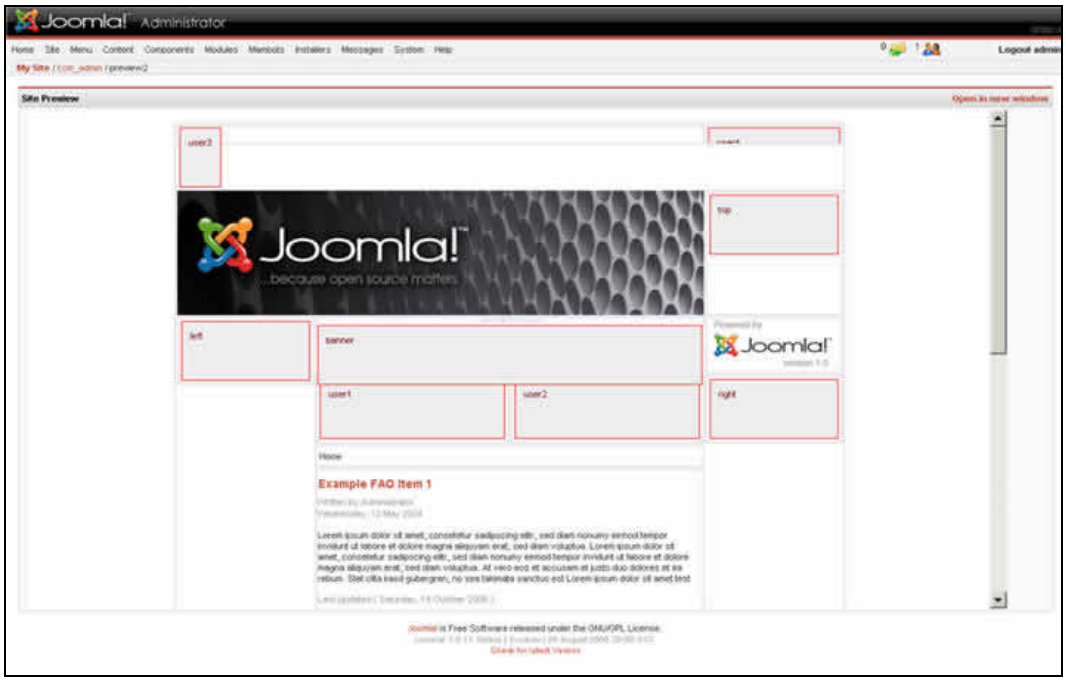


Figure 47: Preview Inline with Positions screen

All Module positions displayed with labels. The mainbody position will display the Front Page information and images used in the template directly will be visible.

There is an option to **Open in new window** from this display to view the web site in a new browser window.

Statistics

Note: You will require the authority of a Super Administrator level to enable Statistics.

Further Information: Chapter 8: Global Configuration for details.

Access: Select **Site > Statistics**.

The Statistics option, found under the Site menu option has up to three sub options, depending on the settings in the Global Configuration, which are explained below.

Browser, OS, and Domain

This option will display 3 Tabs entitled Browsers, OS Stats, and Domain Stats and shows the following information:

- The title of the browser, OS or Domain type.
- A horizontal bar chart of the number of instances.
- The percentage of the whole for that Category.
- The number of instances.

Page Impressions

This option displays the number of viewings that a Content Item has received, in descending order,.

Note: Viewing a Content Item on the Front Page only will not be counted. It requires a click through to the article itself.

Search Text

This lists the search words entered by visitors in the Search Box. The number of times that a search has been entered, the Times Requested, and the number of Results Returned.

WARNING!: Log content hits by date will collect large amounts of data!

Manage Menu Items

Note: Creating and deleting menus is reserved for the Administrator or Super Administrator access levels only

In this section, we will be covering:

- How to add a new menu item
- Publish and Unpublish menu items
- Moving menu items
- Copying menu items
- Deleting menu items
- Using the Home Menu Option to control the Front Page Display

By default, there will be the mainmenu, othermenu, topmenu and usermenu listed.

The Menu Manager

In this example, we will be adding a menu link to the **mainmenu** menu to display the Web Links Component.

Access: Select **Menu > mainmenu**.

This will display the **Menu Manager [mainmenu]** screen. All existing menu item will be displayed.

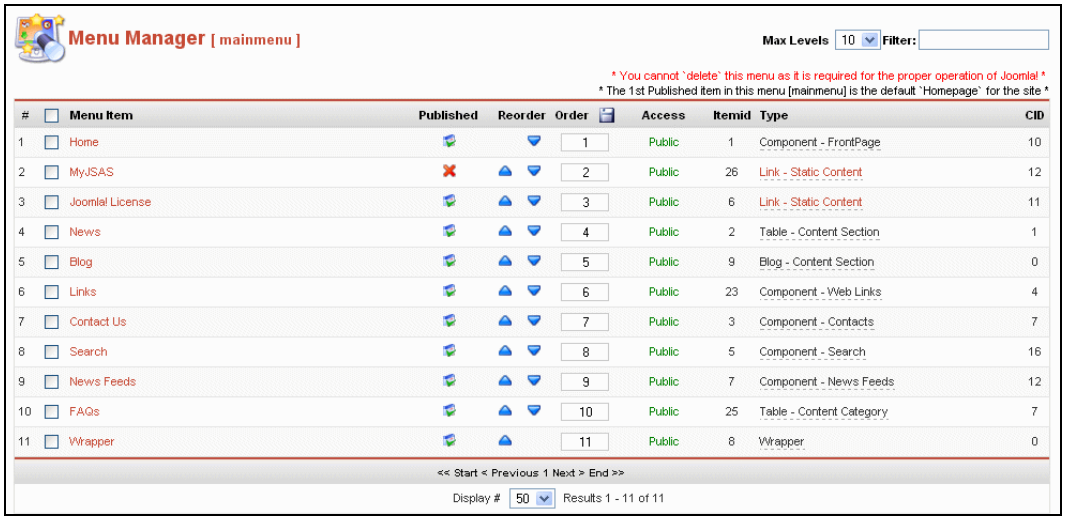

Menu Manager [mainmenu]
Max Levels 10 Filter:
* You cannot `delete` this menu as it is required for the proper operation of Joomla! *
* The 1st Published item in this menu [mainmenu] is the default `Homepage` for the site *
# Menu Item Published Reorder Order Access Itemid Type CID
1 Home 1 Public 1 Component - FrontPage 10
2 MyJSAS 2 Public 26 Link - Static Content 12
3 Joomla! License 3 Public 6 Link - Static Content 11
4 News 4 Public 2 Table - Content Section 1
5 Blog 5 Public 9 Blog - Content Section 0
6 Links 6 Public 23 Component - Web Links 4
7 Contact Us 7 Public 3 Component - Contacts 7
8 Search 8 Public 5 Component - Search 16
9 News Feeds 9 Public 7 Component - News Feeds 12
10 FAQs 10 Public 25 Table - Content Category 7
11 Wrapper 11 Public 8 Wrapper 0
<< Start < Previous 1 Next > End >>
Display # 50 Results 1 - 11 of 11

Figure 48: Menu Manager screen

Toolbar Buttons: **Publish**, **Unpublish**, **Move**, **Copy**, **Trash**, **Edit,** and **New** are available.

The following information is displayed:

Column Name	***Details/Options***
Menu Item:	This is the name given to the menu item and is displayed on the menu on the Front-end
Published:	This indicates whether the menu item is published, or not published. Clicking on the button will switch the state of that menu item between **Published** and **Unpublished**.
Reorder:	You can use the **Up** or **Down** arrows to alter the order in which the menu items are displayed.
Order:	You can enter the order in which you want the menu items displayed. Use the **Save** button to save the changes.
Access:	This indicates what type of user has access to the menu item. By clicking on the title, you can toggle between, **Public**, **Registered,** and **Special**.
Itemid:	This shows the **ID (identification code)** for this specific Menu Item used in the database.
Type:	This indicates the type of link used for this menu item. If it is a **Link Content Item,** or a **Link Static Content**, you may directly edit the content by clicking the type of menu item.
CID:	This shows the **Component ID** of this specific Menu Item in the database.

Other functions available on this screen include

Max Levels:	This drop down allows you to select the maximum levels of menu displayed. Useful if you have a long and complex hierarchical menu.
Display #:	This drop down allows you to select the maximum number of menu items displayed per page. Note the ***<< Start < Previous [page number] Next > End >>*** navigation to move between pages.

Create a New Menu Item

To create a new menu item, click on the **New** button.

This displays the **New Menu Item** screen.

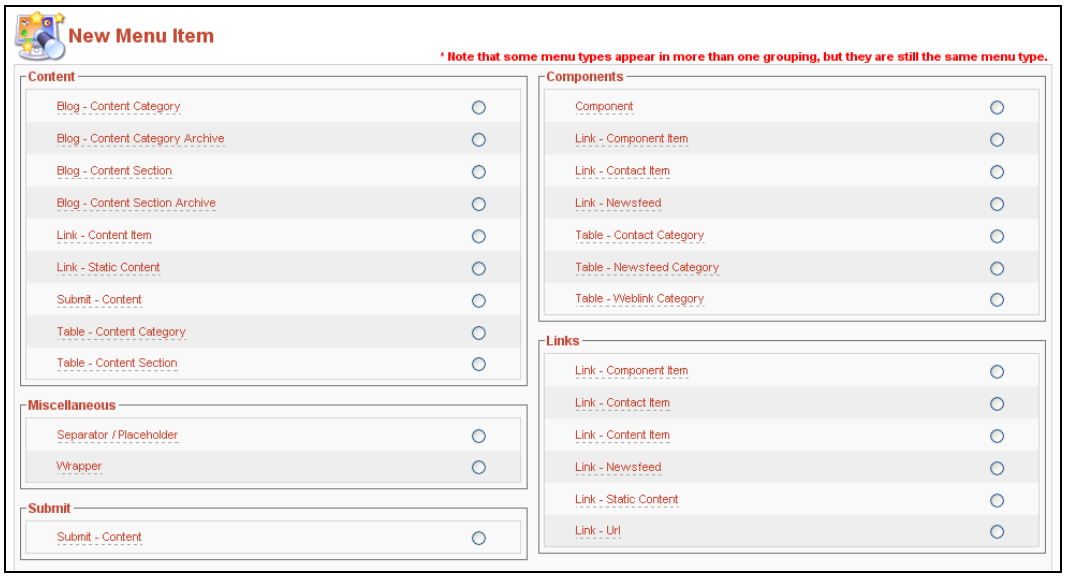


Figure 49: New Menu Item screen

Note: Some menu types appear in more than one grouping to aid selection, they are still the same menu type.

Click on the **Component** link in the Components box. This will display the **Add Menu Item: Component** screen.

Note: You can select the required options radio button and click the **Next** button or simply click the option name you require. Either action will then display the **Add Menu Item: Component** screen.

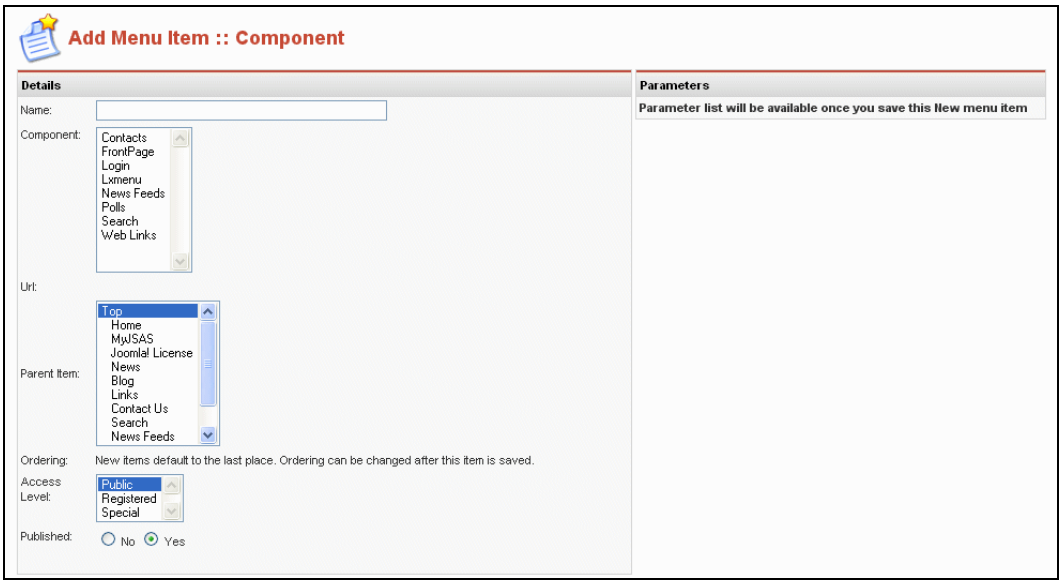


Figure 50: Add Menu Item screen

Complete the following fields:

Field Name	***Details/Options***
Name:	Type a Name to display on the menu.
Component:	Select the Component by clicking on the Component name in the list box.
Parent Item:	By default, it is added as a Top-level item under the Parent Item option. If you wish it to make it a sub-menu option, select the appropriate Parent Item.
Access Level:	By default, the menu item is available to Public access. If you wish to restrict access to it, select the appropriate Access Level. **Public**, **Registered**, or **Special**.
Published:	Select: **No** or **Yes**. By default, it is Yes.

Click the **Save** button.

Some menu items have further parameters, which may be visible when you first set up the menu item or become visible after saving it, e.g. **Blog – Content Category**, has further parameters to control the way content displays.

ⓘ Further Information: Appendix C: Menu Item Parameters contains a complete list.

Publish and Unpublish a Menu Item

Publish and Unpublish a menu item is easy to do. You have two choices:

- Click the **Published** icon to un-publish or click the **not Published** icon to publish; or
- Select the radio button to the left side of the menu item, and click the **Publish** or **Unpublish** buttons as appropriate.

Move a Menu Item

Toolbar Buttons: **Move,** or **Cancel,** are available.

This function allows you to move menu item(s) between menus.

Select the menu item(s) you wish to move by checking the check box to the left side of the item(s).

Click the **Move** button. The **Move Menu Items** screen will be displayed.

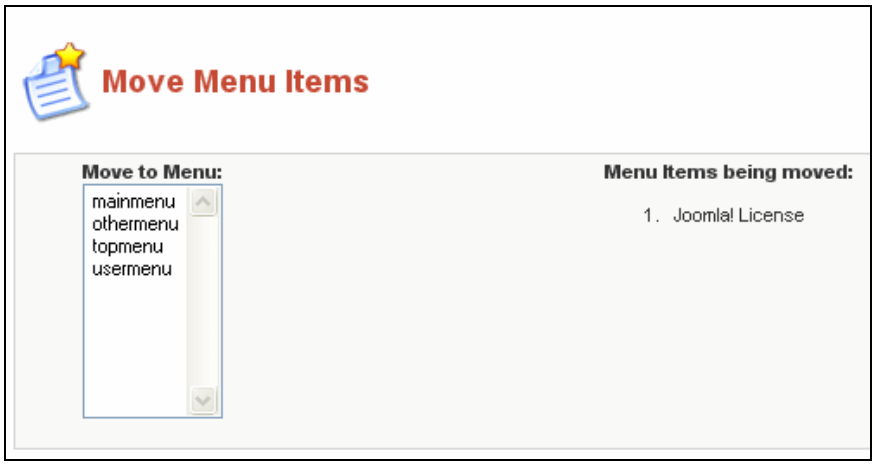


Figure 51: Move Menu Items screen

Click the menu to which you wish to move the menu item(s).

Click the **Move** button.

You return to the **Menu Manager** screen.

Note: the legend (Number of items) Menu Items moved to (Menu Name) at the top of the screen.

Copy a Menu Item

Toolbar Buttons: **Copy** or **Cancel** are available.

This function allows you to copy menu item(s) to other menus.

In the **Menu Manager,** select the menu item(s) you wish to copy by selecting the check box to the left side of the item(s).

Click the **Copy** button.

The **Copy Menu Items** screen displays.

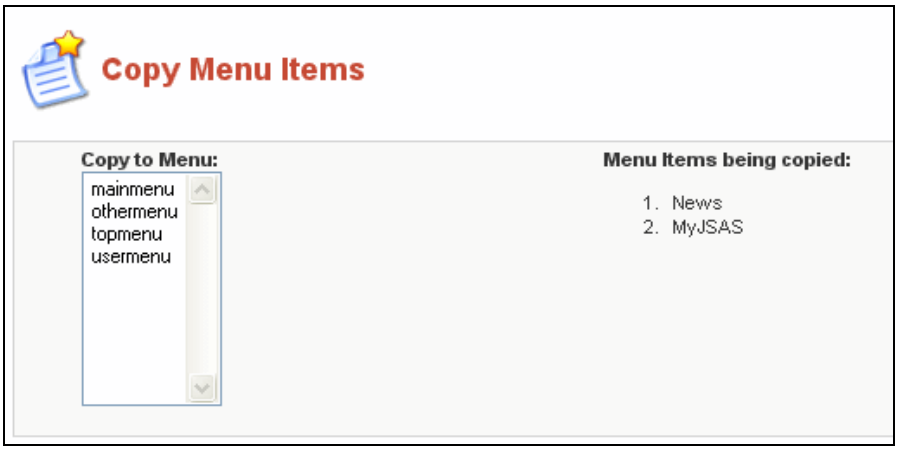


Figure 52: Copy Menu Items screen

Select the menu to which you wish to copy the menu item(s) to.

Click the **Copy** button.

You return to the **Menu Manager** screen.

Note: The legend (*Number of items*) Menu Items Copied to (*Menu Name*) at the top of the screen.

Delete a Menu Item

Toolbar Buttons: **Trash**

This function allows you to delete menu item(s).

In the **Menu Manager,** select the menu item(s) you wish to delete by checking the check box to the left side of the item(s).

Click the **Trash** button.

Note: The legend *Number of items* Item(s) sent to the Trash at the top of the screen.

Note: The **Trash Manager** allows you to restore deleted menu item(s).

Further Information: Chapter 7: Trash Manager

Using the Home Menu Option to Control the Front Page Display

This section illustrates how you can vary the positioning of Content Items on the Front Page by using the Home menu item.

Table 9: Front Page Display Options

You control the way the Content Items are displayed on the Front Page using the **Home** menu option. Click on the Home menu option to Edit it.

The four items options that can be configured are:

- The Leading story or stories,
- Content Items Intro Text only for a specified number of items,
- The number of columns to display the Intro Text stories, and
- Content Items titles, linkable, for a specified number of items.

The samples below illustrate a number of the various options.

Lead Content Item	
Intro Text	Intro Text
Linked Item Title	

Lead Content Item
Lead Content Item
Intro Text
Linked Item Title

Lead Content Item
Intro Text

Intro Text	Intro Text
Intro Text	Intro Text
Linked Item Title	

Intro Text
Intro Text
Intro Text
Linked Item Title

Intro Text
Intro Text

Caution: Although you can set the Lead Story and the Intro Text to 0, you cannot set both at the same time. This will result in an error on the page.

Note: This control is usable on any Blog menu option too.

Manage Content

Introduction

There are three levels to organising the content of a Joomla! Content Management System:

- **Sections** are big containers; they hold Categories.
- **Categories** are little containers; they hold Content Items.
- **Content Items** are all the text and images you want to appear on a page.

The only catch is that you cannot create a Content Item without having a Section and Category for it to live in.

Imagine a filing system: Sections are drawers, Categories are folders, and Content Items are pieces of paper.

If you had all of the pieces of paper lying around in your room that would be a mess. If you had them in folders, but the folders were lying all over the floor that would not be much better. If you had the all the pieces of paper in a drawer, with no folders to organise them, that would not be so great either.

So to keep things organised, you need to put all your papers (Content Items) inside folders (Categories) inside drawers (Sections).

The other nice thing about having Sections and Categories is that you can assign different templates to them.

The diagram below illustrates a typical three-column template.

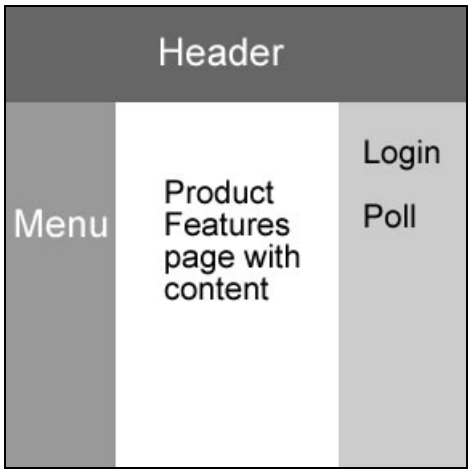


Figure 53: Three-Column Template

However, if you want to display say the **News** section in two columns instead of three, you can.

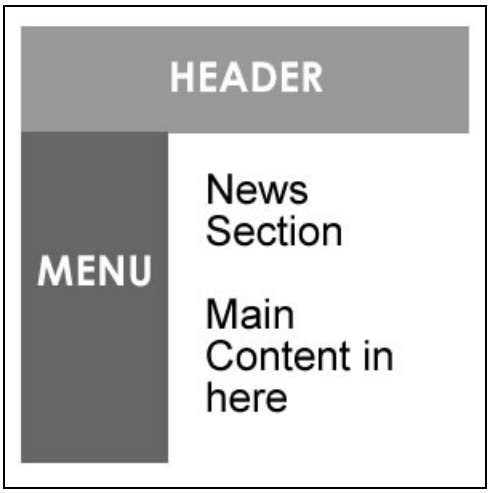


Figure 54: Three-Column Display with one column hidden

Note: After all that about having to have Sections and Categories, there is a way to create a Content Item that is not in a Section or Category. This is a **Static Content Item**. This does not mean static as in static vs. dynamic it just means that it is not assigned to a Section or Category.

So, think about how your site will be organised, and whether you want different parts of the site to have different looks.

In Managing Content, we will be looking at:

- Sections
- Categories
- Content Items
- Static Content Items

Manage Sections

- Access: Select **Content > Section Manager**.
- Access: Click the **Section Manager** button from the Home page.

The Section Manager

The **Section Manager** screen will now be displayed.

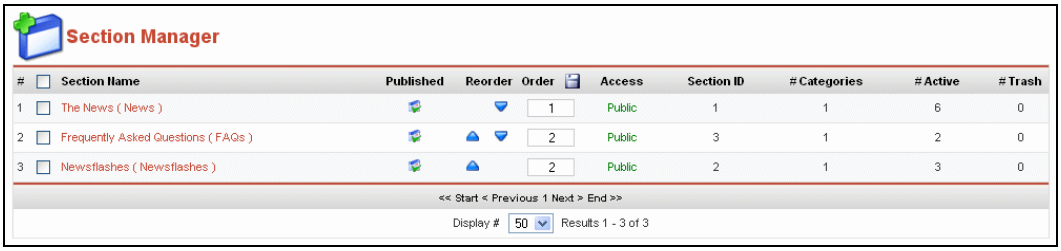

Section Manager
Section Name Published Reorder Order Access Section ID # Categories # Active # Trash
1 The News (News) 1 Public 1 1 6 0
2 Frequently Asked Questions (FAQs) 2 Public 3 1 2 0
3 Newsflashes (Newsflashes) 2 Public 2 1 3 0
<< Start < Previous 1 Next > End >>
Display # 50 Results 1 - 3 of 3

Figure 55: Section Manager screen

The following information is displayed:

Column Name	*Details/Options*
Section Name:	The title of the Section.
Published:	The published or not published status of a Section.
Reorder:	You can use the **Up** or **Down** arrows to alter the order in which the Section items are displayed.
Order:	You can enter the order in which you want the Section items to be displayed. Click the **Save** button to save the changes.
Access:	This indicates what type of user has access to the Section. By clicking on the title, you can toggle between, **Public**, **Registered,** and **Special**.
Section ID:	This is the ID for each Section as defined in the database.
# Categories:	This is the number of Categories defined for the specific Section.
# Active:	This is the number of published Content Items in the Section.
#Trash:	Number of Content Items belonging to this section and currently in the Trash Manager.

Other functions available on this screen include:

Display #:	This drop down allows you to select the maximum number of Sections to be displayed per page in the Section Manager. Note the ***<< Start < Previous [page number] Next > End >>*** navigation to move between pages.

Toolbar Buttons: **Publish**, **Unpublish**, **Copy**, **Delete**, **Edit,** and **New** are available.

Create a New Section

Click the **New** button. The **Section: New [New Section]** screen will be displayed.

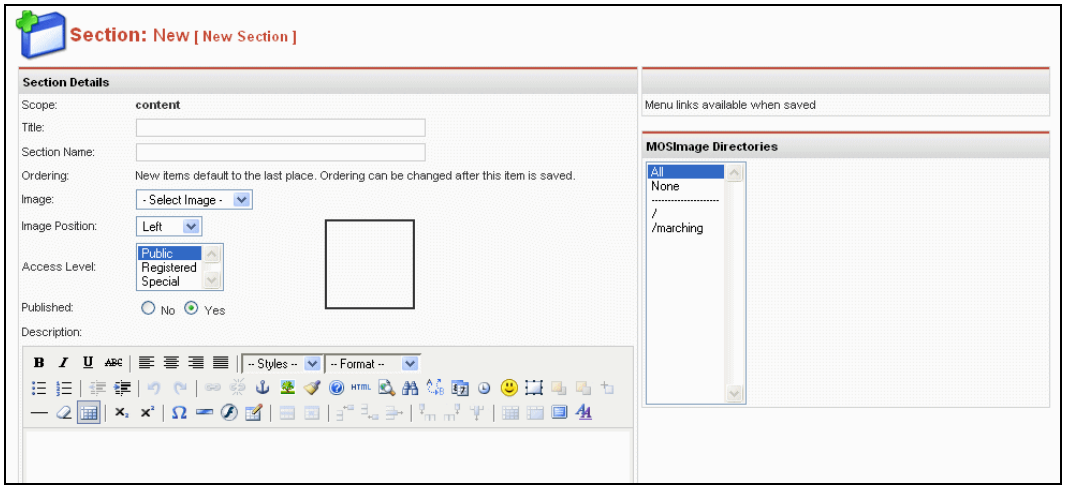


Figure 56: Section: New screen

Complete the following fields:

Field Name	*Details/Options*
Title:	Enter a short name for the new Section to appear in menus
Section Name:	Enter a long name for the new Section to be displayed in headings fields
Image:	Select an image to be displayed for this Section (a preview will be displayed of the image).
Access Level:	Select which level of user can see the Section: **Public**, **Registered**, or **Special**

Click the **Save** button.

Note: You will be returned to the **Section Manager** screen, which now displays the new Section Name you have created.

Copy a Section

Select the Section you wish to copy using the check box to the left of the title. Click the **Copy** button. The **Copy Section** screen will be displayed.

Copy Section
Copy to Section:
Categories being copied:
1. Newsflash
Content Items being copied:
1. Marching Tigers
2. PHS Band Excellence
This will copy the Categories listed and all the items within the category (also listed) to the new Section created.

Figure 57: Copy Section screen

Enter a new Section Name in the **Copy to Section** field.

Click the **Save** button.

This will copy the Categories listed and all the items within the Category (also listed) to the new Section created.

Delete a Section

Note: Ensure that all Content Items and Categories within the Section to be deleted are either moved or deleted.

Select the Section you wish to delete by using the check box on the left hand side of the Section's name. Click the **Delete** button. The **Are you Sure?** dialogue will appear. Click **OK**.

The Section will now be removed from the list and database.

Manage Categories

The Category Manager

Access: Select **Content > Category Manager**

Access: Click the **Category Manager** button from the Home page

The **Category Manager [Content All]** screen will now be displayed.

Category Manager [Content: All]
- Select Section -
Category Name Published Order Access Section Category ID # Active # Trash
1 Latest News (Latest) 0 Public News 1 0 0
2 Newsflash (Newsflash) 0 Public Newsflashes 3 2 0
3 Marching Tigers Band (Marching Tigers Band) 1 Public Marching Tigers Band 14 1 0
4 Pep Band (Pep Band) 1 Public Pep Band 16 1 0
5 Jazz Band (Jazz Band) 1 Public Jazz Band 17 1 0
6 Concert Band (Concert Band) 1 Public Concert Band 15 1 0
7 General Information (General Information) 1 Public General Information 13 2 0
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 7 of 7

Figure 58: Category Manager screen

The following information is displayed:

Column Name	***Details/Options***
Category Name:	The title of the Category.
Published:	The published or unpublished status. Click the button to toggle between these two states.
Order:	You can enter the order in which you want the menu items to be displayed. Click the **Save** button to save the changes.
Access:	This indicates what type of user has access to the menu item. By clicking on the title, you can toggle between, Public, Registered and Special.
Section:	This is the name of the Section to which the Category is assigned.
Category ID:	This is the id of the Category as held in the database.
# Active:	This is the number of published Content Items in the Category.
#Trash:	Number of Content Items belonging to this Category and currently in the Trash.
Display #:	This drop down allows you to select the maximum number of Categories to be displayed per page.

Toolbar Buttons: **Publish, Unpublish, Move, Copy**, **Delete**, **Edit,** and **New** are available.

Note the **<< Start < Previous [page number] Next > End >>** navigation to move between pages.

Create a new Category

Click the **New** button. The **Category: New [Content]** screen is displayed.

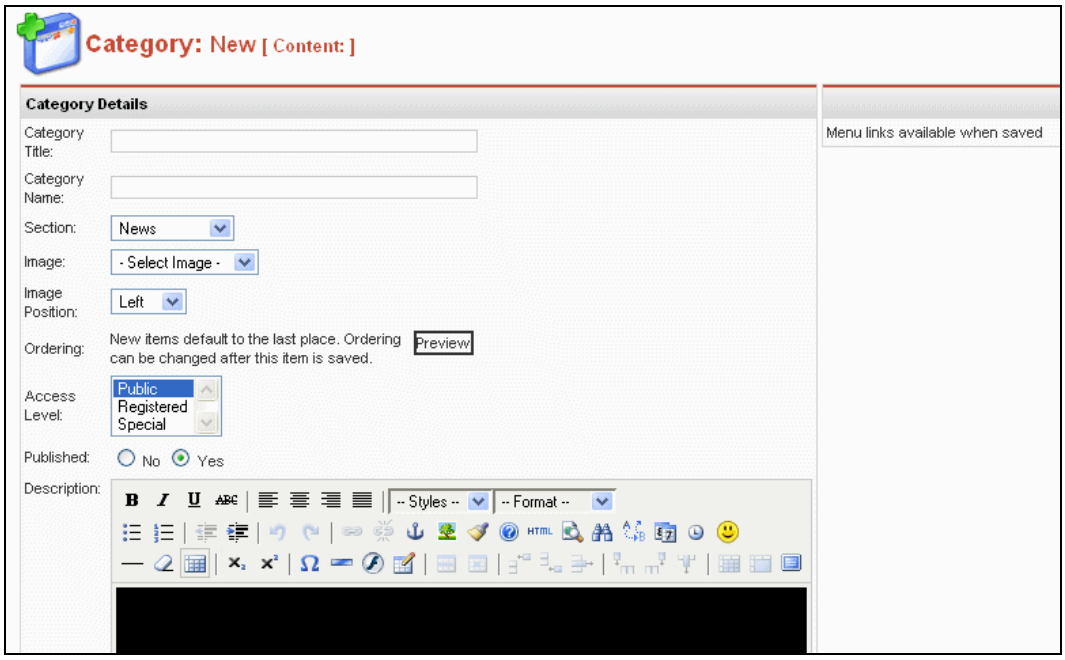


Figure 59: Category: New screen

Complete the following fields:

Field Name	***Details/Options***
Category Title:	Enter a short name to appear in menus.
Category Name:	Enter a long name to be displayed in the headings fields.
Section:	Select the appropriate Section from the drop down menu.
Image	If desired, select an image to be displayed for this Category (a preview will be displayed of the image).
Image Position:	Select whether the image appears to the **Right** or **Left** of the text.
Ordering:	Initially this field is unavailable until the Category is saved. It can be edited afterwards.
Access Level:	Select who can see the new Category. **Public**, **Registered**, or **Special**
Description:	Enter a description of the Category in the editor window.

Click the **Save** button.

Note: You return to the Category Manager screen, which now displays the new Category Name you have created.

Move a Category

Select the Category that you wish to move.

Click the **Move** button. The Move Category screen will be displayed.

Figure 60: Move Category screen

Select the Section to which the Category and its associated Content Items is to be moved.

Click the **Save** button.

> Note: You will be returned to the **Category Manager [Content: All]** screen with the legend (Number) Categories moved to (Section Name) at the top of the display.

Copy a Category

Select the Category you wish to copy.

Click the **Copy** button. The **Copy Category** screen will be displayed.

Figure 61: Copy Category screen

Select the Section to which the Category, and its associated Content Items, is to be copied.

Click the **Save** button.

> Note: You will be returned to the **Category Manager [Content: All]** screen with the legend (Number) Categories copied to (Section Name) at the top of the display.

Delete a Category

> Note: Ensure that all Content Items within the Category to be deleted are either moved or deleted.

Select the Category you wish to delete by using the check box on the left hand side of the Section's name.

Click the **Delete** button.

The **Are you Sure?** dialogue will appear. Click **OK**.

The Category will now be removed from the list and database.

Manage Content Items

Introduction

Managers, Administrators and Super Administrators may create, edit, and generally manage Content Items from the Administrator's Back-end as well as the Front-end.

In this Section, we will be looking at how to:

- Create a new Content Item
- Move a Content Item
- Copy a Content Item
- Archive a Content Item

The Content Items Manager

- Access: Select **Content > All Content Items**.
- Access: Click the **Content Items Manager** button from the Home page.

The **Content Items Manager [Section: All]** screen will be displayed.

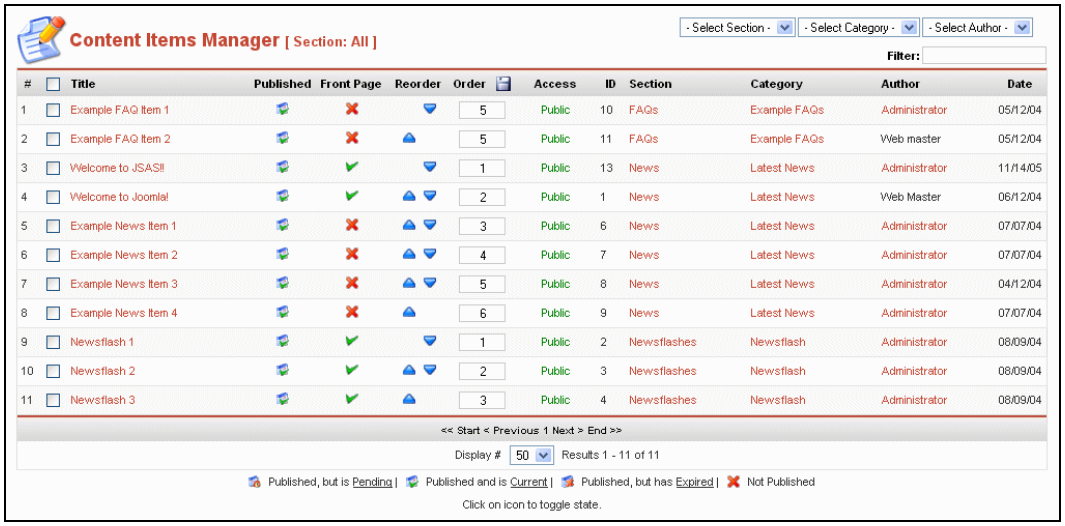

Content Items Manager [Section: All]
- Select Section -
- Select Category -
- Select Author -
Filter:
Title Published Front Page Reorder Order Access ID Section Category Author Date
1 Example FAQ Item 1 5 Public 10 FAQs Example FAQs Administrator 05/12/04
2 Example FAQ Item 2 5 Public 11 FAQs Example FAQs Web master 05/12/04
3 Welcome to JSAS!! 1 Public 13 News Latest News Administrator 11/14/05
4 Welcome to Joomla! 2 Public 1 News Latest News Web Master 06/12/04
5 Example News Item 1 3 Public 6 News Latest News Administrator 07/07/04
6 Example News Item 2 4 Public 7 News Latest News Administrator 07/07/04
7 Example News Item 3 5 Public 8 News Latest News Administrator 04/12/04
8 Example News Item 4 6 Public 9 News Latest News Administrator 07/07/04
9 Newsflash 1 1 Public 2 Newsflashes Newsflash Administrator 08/09/04
10 Newsflash 2 2 Public 3 Newsflashes Newsflash Administrator 08/09/04
11 Newsflash 3 3 Public 4 Newsflashes Newsflash Administrator 08/09/04
<< Start < Previous 1 Next > End >>
Display # 50 Results 1 - 11 of 11
Published, but is Pending | Published and is Current | Published, but has Expired | Not Published
Click on icon to toggle state.

Figure 62: Content Items Manager screen

The Content Items Manager shows a list of the Content Items on your site.

The following information is displayed:

Column Name	***Details and Options***
Title:	This is the title of the Content Items and is listed within Section and Category. Click the title to edit content. A **Padlock** button, , next to it shows that it is checked-out. To check-in, click the title.
Published:	This shows whether the item is **Published**, , or **Not**, . Hover over this button to see a summary of the publishing information. Click to change its state.
Frontpage:	This indicates whether this item is **Published** or **Not** on the Front Page.
Reorder:	Click the **Up** and **Down** arrow buttons to move the item up or down in the list.

Order:	Shows the ordering of Content Items. Enter the list manually in the field provided and click the **Save** button to save the new order.
Access:	This is the user Access Level for the Content Item. Click on the Access level to switch it to **Public, Registered, or Special**.
Section:	This is the Section associated with the Content Item. Click the Section title to edit the Section page.
Category:	This is the Category associated with the Content Item. Click the Category title to edit the Category page.
Author:	This shows the name of the author of the Content. If the author's name is displayed in red, click to edit the author's information.

Other functions available on this screen include:

You may enter text in the **Filter** box to refine the list based on whether the text is found in the title of any item. Type in any text and press the Tab key.

You may also limit the list to a particular Author, Category, or Section by selecting one or more combinations from the drop down boxes.

Toolbar Buttons: **Archive, Publish, Unpublish, Move, Copy, Trash, Edit,** and **New** are available.

A summary of their functions is listed below:

Table 10: Content Item buttons

Button	*Function*	*Details*
	Archive:	Check the Items to be archived, and click the **Archive** button to put Content Items into an archived state. They are still accessible to the Front-end of your site if in published mode.
	Publish:	Select the radio button of the Items to be published, and click the **Publish** button.
	Unpublish:	Select the radio button of the Items to be un-published and click the **Unpublish** button.
	Move:	Click the **Move** button to move Content Items to another Content Section or Category.
	Copy:	Click the **Copy** button to copy Content Items to another Section or Category.
	Trash:	Click the **Trash** button to put Content Items in the Trash Bin. They are not completely removed but will not be displayed on your site. You can restore these Content Items in the Trash Manager.
	Edit:	Click the **Edit** button to edit the Content Item.
	New:	Click the **New** button to create a new Content Item.

Create a New Content Item

There are a number of ways of accessing the **Content Item: New** screen.

- Access: Click the **Add New Content** button on the Home page.
- Access: Select **Content > All Content Items > New**.
- Access: Select **Content > Content by Section > [Section Name] > [Section Name] Items > New**.

Any one of these actions will display the **Content Item: New** screen.

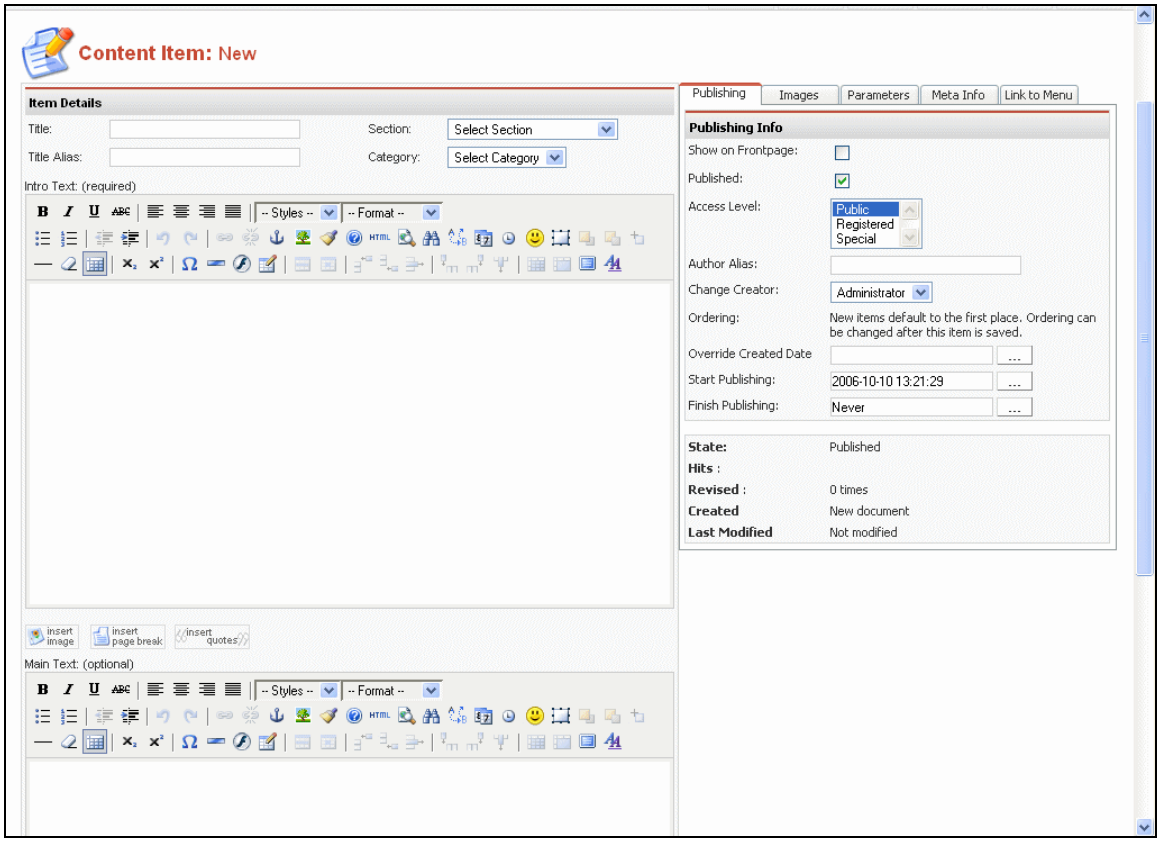


Figure 63: Content Item New screen

Toolbar Buttons: **Preview, Upload** (image), **Save, Apply** and **Cancel**.

This screen is divided into two main areas. The left hand side is used to input text, image tags, and other content. The right hand side handles a number of parameters, which control what and how the content is displayed.

Complete the following fields:

Field Title	***Details***
Title:	Enter a Title.
Section:	Select a Section.
Title Alias:	Enter a Title Alias.
Category	Select a Category (associated with the Section selected).

Intro Text:	Enter the Intro Text. All of the content for this Content Item may be entered in the Intro Text.
Main Text:	The Main Text (optional), directly below the Intro Text box is used specifically when you wish to publish the Content Item to the Front Page or a Category Blog display. The Intro Text will be displayed on the Front Page with a Read More link.

Note: The *Read More* text can be changed in the language file.

Further Information: Chapter 8 – Edit a Language File. Joomla!

Tab Settings Block

Publishing Tab

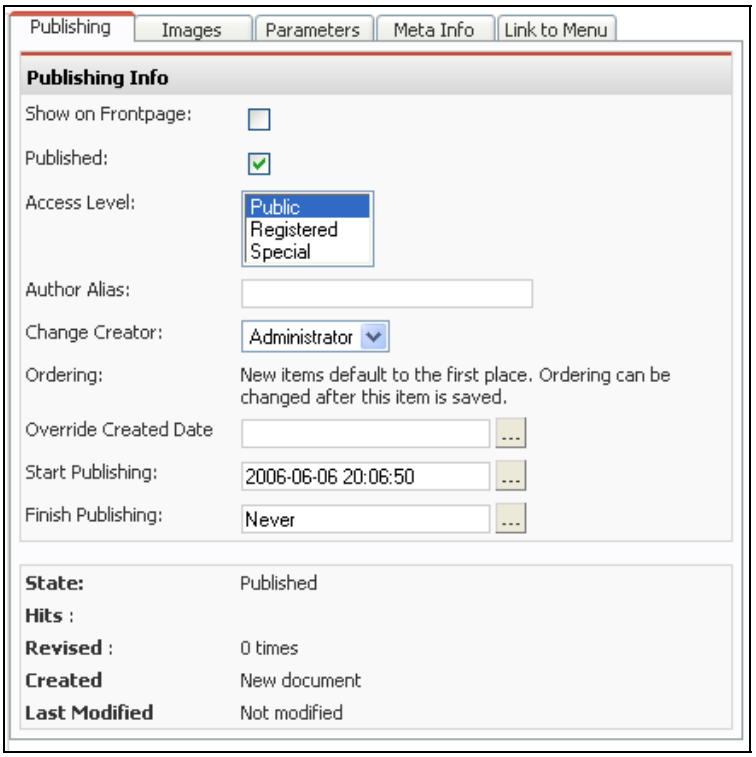


Figure 64: New Item Publishing Tab

The Publishing Tab contains the settings for how and when the Content Item is to be published:

Field Name	***Details/Options***
Show on Frontpage:	This determines whether the Content Item is displayed on the Front Page. The default the option is *not* checked. Check this option if you want to publish the Content Item on the Front Page.
Published:	This determines whether the Content Item is published or not. The default option is checked. Uncheck it if you do *not* wish to publish the Content Item, this is particularly useful when it cannot be finished at the first attempt.
Access Level:	This determines who can see the Item. The option is, by default, set to Public. If you wish to restrict access to this Item, set the appropriate level of access for it.
Author Alias:	The author of the Content Item is normal the logged on user creating it. If you wish to override this, and the Global Configuration or Parameters options is set

to display the Author's name, enter the Author's name you wish to be displayed.

Change Creator: Select from available Users.

Ordering: You may set the position this Content Item appears in, within Section and Category, on the Content Items Manager

Override Created Date: This overrides the automatic created date for this Item. This is also a useful tool when it is necessary to re-order an Item

Start Publishing: Is, by default, set to the current date. If you wish to override this with, say, a date in the future, click on the calendar button ... This will display a pop up calendar. Click on the required Start Publishing date.

Alternatively, enter a date/time in the following format: **YYYY-MM-DD HH:MM:SS** (The time is optional).

Finish Publishing: This date can be overwritten from its default value of **Never** . The settings are the same as for the Start Publishing field.

The lower panel of the Publishing Tab is a report of the status of the Item:

Field Name	***Details/Options***
State:	Identifies whether the Item is Published or Unpublished.
Hits:	Reports on the number of times the Item has been viewed. A **Reset Hit Count** button will appear after the Item has been viewed)
Revised:	Reports the number of times the Item has been edited.
Created:	Identifies the date upon which the Item was created.
Last Modified:	Identifies the date of the last time the Item was edited. It identifies the person who carried out the edit.

Note: The Hits counter does *not* include views of items that appear on the Front Page.

Images Tab

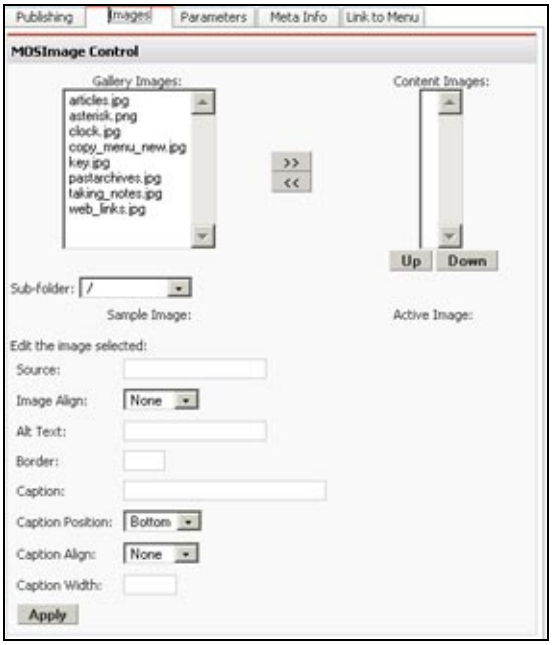


Figure 65: New Item Images Tab

The Images Tab on the right hand side is used to select and edit images for inclusion in the Content Item.

Inserting an image into the Content Item is a two-stage process:

The first stage is to select the image and add optional attributes to it.

1. The Gallery Images are stored in the **images/stories** sub-folder. Beneath this is the Sub-folder drop down. If necessary, select a Sub-folder to display a list of Gallery Images.
2. Select the required Gallery Image by clicking on the file name. A Sample Image thumbnail will appear.
3. Use the right arrow key to **Copy** them to the Content Images. An Active Image thumbnail will appear.

Repeat the first three steps for each additional image as required.

4. The following steps are optional:
   - Click on the Content Image you wish to edit. The file name will appear in the **Source**: field.
   - Select the Image Alignment you require, **None**, **Centre**, **Left** or **Right**.
   - Input the Alt Text: to appear in the image placeholder and tool tip.
   - Input a value for the Border. By default, it is **0**.
   - Input a Caption and select the **Position** (**Bottom** or **Top**), Alignment (**None**, **Centre**, **Left,** or **Right**), and **Width**.
   - Click the **Apply** button.

The second stage of the process is to insert the *image tag* in the Item:

1. Place the cursor in the Intro Text or Main Text box where you wish the image to be displayed.

Note: Images to be aligned to the left or right can be inserted at the start of the line. In either case, text will be wrapped around the right hand side or left hand side of the image as appropriate.

2 Click the **insert image** button. A `{mosimage}` tag will be inserted in the text.

Parameters Tab

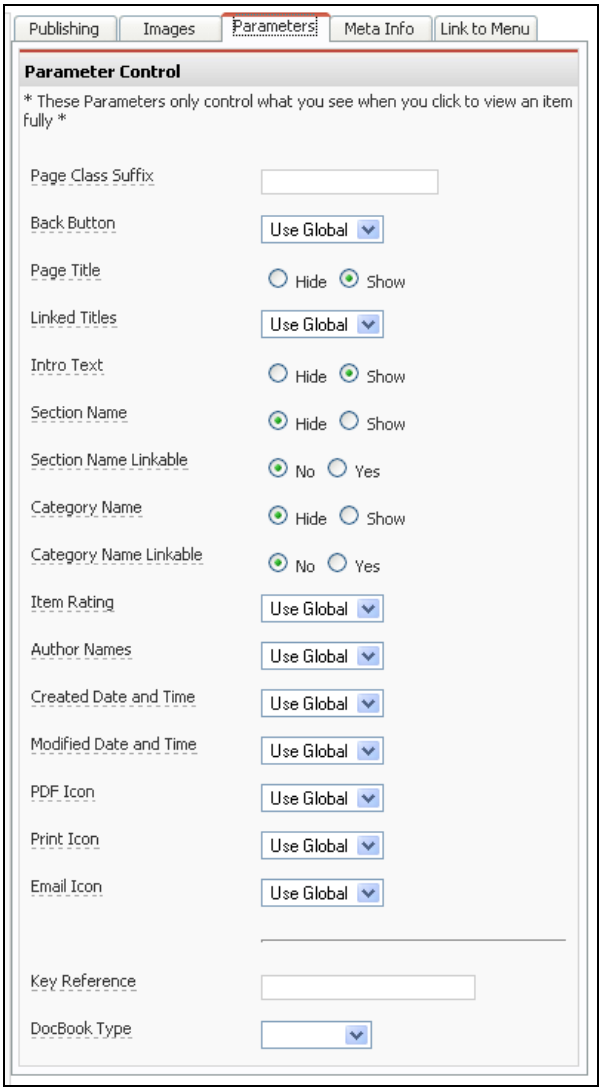


Figure 66: New Item Parameters Tab

These parameters control what you see when you view a Content Item in full view. Check, uncheck or select from a drop down box as appropriate. The following list details each of the parameters:

Parameter	*Details*
Page Class Suffix:	Allows you to set customised styles for this page. The suffix you type here is automatically added to the CSS classes for this page, and will have to be defined in your template's CSS Style Sheet.
Back Button:	Controls whether to Show or Hide a **Back** text link that will appear at the bottom of the page and return the user to the previously viewed page. The drop down allows **Use Global** to use the parameter as defined in the Global Configuration, **Show,** or **Hide** to be selected.
Page Title:	**Show** or **Hide** the Page Title text.
Linked Titles:	Drop down options are: **Use Global** to use the parameter as defined in the Global Configuration, **Show** or **Hide** .
Intro Text:	**Show** or **Hide** the Intro Text in the full article page display. Useful if you wish the Front Page teaser to be something different, or formatted differently, than the full-page item.
Section Name:	**Show** or **Hide** the name of the Section to which the Item belongs.
Section Name Linkable:	Enables you to make the item's section name linkable. Applies only when the Section Name option is set to **Show**.
Category Name:	**Show** or **Hide** the name of the Category to which each item belongs.
Category Name Linkable:	Enables you to make the item's Category name linkable. Applies only when the Category Name option is set to **Show**.

For each of the following seven items listed below, you can use the option selected in the Global Configuration settings by selecting **Use Global** or you can override the setting by selecting **Show** or **Hide** . Overriding the settings for items here will not affect the Global Configuration settings and will not affect the settings for other Content Items on the web site.

ⓘ Further Information: Chapter 8: Global Configuration

Field name	*Details/Options*
Item Rating:	**Show** or **Hide** ratings given to home page items by your site's users.
Author Names:	**Show** or **Hide** the names of authors of the item.
Created Date and Time:	**Show** or **Hide** the date and time that those item were created.
Modified Date and Time:	**Show** or **Hide** the date and time that item were last modified.
PDF Button:	**Show** or **Hide** the button and link to the PDF version of the item.
Print Button:	**Show** or **Hide** the button and link to the printer-friendly format of the item.
E-mail Button:	**Show** or **Hide** the button and link to the page that enables users to e-mail the item to others.
Key Reference:	A text key that the item may be referenced by, like a help reference.

DocBook Type:	Experimental, do not use in production work. Associates a type of DocBook document to this item.

Meta Info Tab

Figure 67: New Item Meta Info Tab

Field Name	***Details/Options***
Description:	This information is inserted in the headers of your content. i.e. <head> tag Search engines commonly use it.
Keywords:	These keywords are related to the header information provided for search engines. They also drive the Related Items Module that provides automatic links to other Content Items that share the same keyword.
Add Sect/Cat/Title:	Clicking on the **Add Sect/Cat/Title** button is a convenient way to insert the Content Item's information into the keywords field, including the Content title, Section name, and Category name.

ⓘ Further Information: Chapter 7: Related Items Module.

Link to Menu Tab

This Tab allows you to create a **Link: Content Item** in the menu you select.

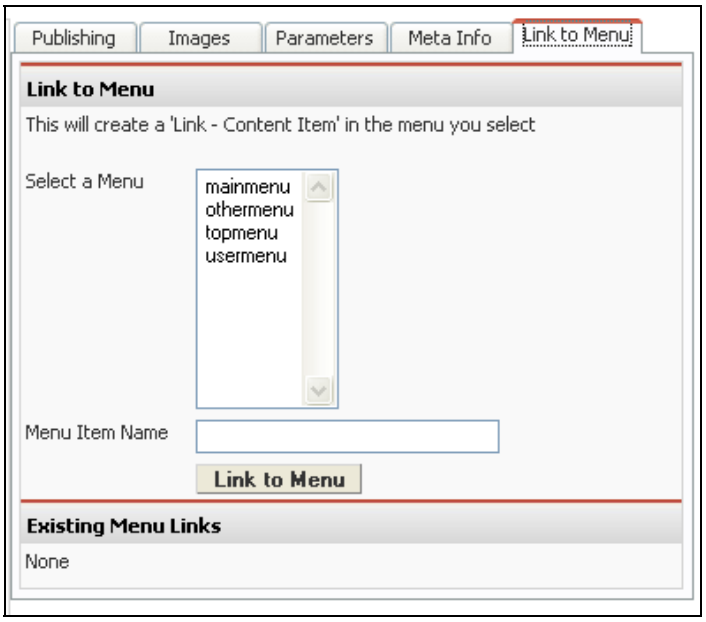


Figure 68: New Item Link to Menu Tab

Field Name	*Details/Options*
Select a Menu:	Click on the menu you wish to add the link.
Menu Item Name:	The name of the Menu Item as it will appear on your site.
Link to Menu:	Click on the **Link to Menu** button to create the Menu Item.
Existing Menu Items:	This displays a list of all **Link Content Item** Menu Items referencing this content.

Move a Content Item

Select the Content Item(s) to be moved. Click the **Move** button. This displays the **Move Items** screen.

Figure 69: Move Items screen

Select the Section/Category combination to which this Content Item will be moved.

Click the **Save** button.

Note: You will be returned to the Content Items Manager with the legend (Number) Item(s) successfully moved to Section: (Section Name), Category: (Category Name) displayed towards the top of the screen.

Copy a Content Item

Select the Content Item(s) you wish to copy by using the check box to the left hand side of the Title.

Click the **Copy** button.

The **Copy Content Items** screen will be displayed.

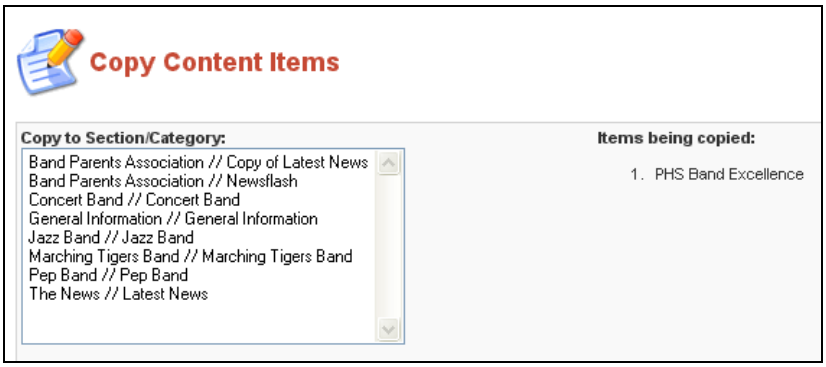

Copy Content Items
Copy to Section/Category:
Band Parents Association // Copy of Latest News
Band Parents Association // Newsflash
Concert Band // Concert Band
General Information // General Information
Jazz Band // Jazz Band
Marching Tigers Band // Marching Tigers Band
Pep Band // Pep Band
The News // Latest News
Items being copied:
1. PHS Band Excellence

Figure 70: Copy Items screen

Select the Section/Category combination to which this Content Item will be copied.

Click the **Save** button.

Note: You will be returned to the **Content Item Manager** screen with the legend (Number) Item(s) successfully copied to Section: (Section Name), Category: (Category Name) at the top of the display.

Delete a Content Item

Select the Content Item(s) you wish to delete by using the check box on the left hand side of the Section's name. Click the **Delete** button.

The **Are you Sure?** dialogue will appear. If you intend deleting the Item click **OK**.

The Item will now be removed from the list and database.

Archive a Content Item

Select the Content Item(s) you wish to archive by using the check box on the left hand side of the Content Item's name. Click the **Archive** button.

Note: The legend (Number) Item(s) successfully Archived will be displayed

Static Content

The difference between static content and a normal Content Item is that static content:

- Does not have a Section and Category structure
- Cannot be published to the Front Page.

Access: Select **Content > Static Content Manager**.

The **Static Content Manager** screen will be displayed.

Static Content Manager
Filter:
Order:
Ordering desc
- Select Author -
Title Published Order Access ID Links Author Date
1 Joomla! License Guidelines 11 Public 5 0 Administrator 08/19/04
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 1 of 1
Published, but is Pending | Published and is Current | Published, but has Expired | Not Published
Click on icon to toggle state.

Figure 71: Static Content Manager screen

The Static Content Manager shows a list of the Static Content Items on your site.

The following information is displayed:

Column Name	***Details/Options***
Title:	This is the title of the Static Content Items. Click the title to edit content. A padlock button, next to it shows that it is checked-out. To check-in, click the name.
Published:	This shows whether the item is Published or not. Hover over the button to see a summary of the publishing information. Click to change its state.
Order:	Shows the order of Static Content Items. Enter the list manually in the field provided and click the **Save** button to save the new order.
Access:	This is the user access level for the Static Content Item. Click on the Access Level to switch it between Public, Registered, or Special.
ID:	The ID assigned to the item as held in the database.
Author:	This shows the name of the author of the Content. If the author's name is displayed in red, click to edit the author's information.
Date:	The date the item was created or modified.

Other functions available on this screen include:

Filter:	You may enter text in the Filter box to refine the list based on whether the text is found in the title of any item. Type in any text and press the Tab key.
Order:	You may also order the list by a variety of options or by selecting an Author.

Toolbar Buttons: **Publish**, **Unpublish**, **Trash**, **Edit,** and **New** are available.

Create a New Static Item

Click the **New** button. The **Static Content Item: New** screen will be displayed.

This screen has all the functionality of the Content Items New screen except you cannot:

- Assign a Section or Category
- Split the text between Intro and Main
- Publish to Front Page.

Publish, Unpublish, Delete, and Edit are handled in the same way as a Content Item.

Frontpage Manager

Introduction

First, we will explain the concept of Home page and the Front Page Component in Joomla!, as many people easily confuse these two concepts.

When a visitor types in the URL of your site, **http://www.yourdomainname.com** (or when they navigate from another site), the Home page is usually the first page they visit.

The Home page itself is the *first published item* located in the mainmenu section of the Menu Manager.

Note: Setting the first published item in the mainmenu to something other than Home, e.g. Web Links will display the Web Links page on the homepage of your web site. Even if the mainmenu Module is NOT published, your Home page will still be displayed as the first or 'home' page of your web site.

The Frontpage Component publishes content to your homepage (as long as the Frontpage Component is the first Menu Item in your Main Menu). You can assign any Content Item to the Home page by checking the parameter **Show on Frontpage**. The default configuration sets the link to the Frontpage Component to the first published item in the mainmenu. However, as with any other Component, it may be placed anywhere in your menus.

Access: Select **Content > Frontpage Manager**.

The **Frontpage Manager** screen will be displayed.

Frontpage Manager
- Select Section -
- Select Category -
- Select Author -
Filter:
Title Published Reorder Order Access Section Category Author
1 Welcome to JSAS!! 1 Public The News Latest News Administrator
2 Welcome to Joomla! 2 Public The News Latest News Web Master
3 Newsflash 1 3 Public Newsflashes Newsflash Administrator
4 Newsflash 2 4 Public Newsflashes Newsflash Administrator
5 Newsflash 3 5 Public Newsflashes Newsflash Administrator
<< Start < Previous 1 Next > End >>
Display # 50 Results 1 - 5 of 5

Figure 72: Frontpage Manager screen

Toolbar Buttons: **Archive**, **Publish**, **Unpublish,** and **Remove** are available.

This page shows a list of the Content Items assigned to the Front Page Component. You may filter the display by Section, Category, and/or Author.

The following information is displayed:

Column Name	***Details/Options***
Title:	This is the title of the Content Items displayed on the Front Page and is listed within Section and Category. Click the title to edit content. A **padlock** button, next to it shows that it is checked-out. To check-in, click the name.
Published:	This shows whether the item is published or not. Hover over this button to see a summary of the publishing information. Click to change state.

Reorder:	Click the **arrow** buttons to move the item up or down in the list.
Order:	Shows the order of Content Items. Enter the list manually in the field provided and click the **Save** button to save the new order.
Access:	This is the user access level for the Content Item. Click on the Access Level to switch it between **Public**, **Registered**, or **Special**.
Section:	This is the Section associated with the Content Item. Click the Section title to edit the Section page.
Category:	This is the Category associated with the Content Item. Click the Category title to edit the Category page.
Author:	This shows the name of the author of the Content. If the author's name is displayed in red, click to edit the author's information.

Remove a Frontpage Item

To remove a Frontpage Item:

Check the checkbox by the side of the Content Item you want to remove. Click the **Remove** button.

Using the Frontpage Component When Syndicating Your Site

If you wish to syndicate your site, the feed you provide is taken from the Frontpage Component assigned Content Items as listed in the Frontpage Manager, even if the Component is NOT assigned to your Home Page nor has any published Modules. Parameters for display are available by editing the Syndicate Component.

ⓘ Further Information: Chapter 7: Syndicate Component and Module

Archive Manager

Access: Select **Content > Archive Manager**.

The **Archive Manager [Section: All]** screen will be displayed.

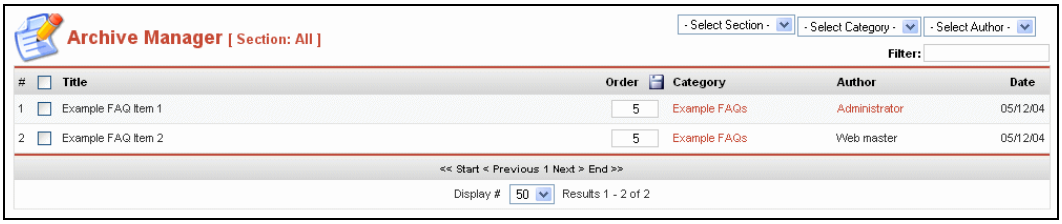

Archive Manager [Section: All]
- Select Section -
- Select Category -
- Select Author -
Filter:
Title Order Category Author Date
1 Example FAQ Item 1 5 Example FAQs Administrator 05/12/04
2 Example FAQ Item 2 5 Example FAQs Web master 05/12/04
<< Start < Previous 1 Next > End >>
Display # 50 Results 1 - 2 of 2

Figure 73: Archive Manager screen

Toolbar Buttons: **Unarchive** or **Trash** are available.

This page shows a list of all archived Content Items. You may filter the display by Section, Category, and/or Author.

The following information is displayed:

Column Name	***Details/options***
Title:	This is the title of the archived Content Items.
Order:	Shows the order of Content Items. Enter the list manually in the field provided and click the **Save** button to save the new order.
Category:	This is the Category associated with the Content Item. Click the Category title to edit the Category page.
Author:	This shows the name of the author of the Content. If the author's name is displayed in red, click to edit the author's information.
Date:	This is the date the Item was created.

Unarchive

By selecting the Content Item(s), using the check box to the left of the title, and clicking the **Unarchive** button, you can restore Content Items to a *live* status.

Note: The un-archived items will be restored unpublished.

Trash Archive Items

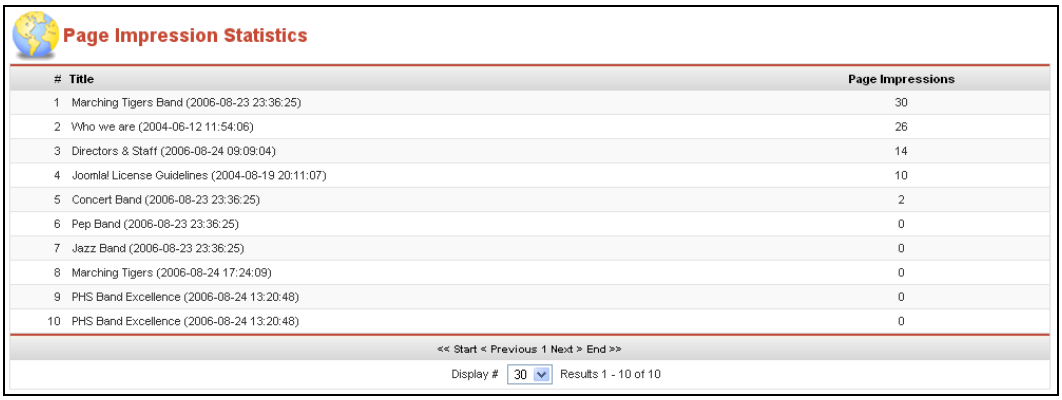
By selecting the Content Item(s), using the check box to the left of the title, and clicking the **Trash** button, you will remove the Items to the Trash Manager. The items can be permanently deleted from the Trash Manager, or Restored to the Archive.

Page Impressions

Page impressions provide basic item statistics.

Access: Select **Content > Page Impressions**.

The **Page Impression Statistics** will be displayed.



Page Impression Statistics

#	Title	Page Impressions
1	Marching Tigers Band (2006-08-23 23:36:25)	30
2	Who we are (2004-06-12 11:54:06)	26
3	Directors & Staff (2006-08-24 09:09:04)	14
4	Joomla! License Guidelines (2004-08-19 20:11:07)	10
5	Concert Band (2006-08-23 23:36:25)	2
6	Pep Band (2006-08-23 23:36:25)	0
7	Jazz Band (2006-08-23 23:36:25)	0
8	Marching Tigers (2006-08-24 17:24:09)	0
9	PHS Band Excellence (2006-08-24 13:20:48)	0
10	PHS Band Excellence (2006-08-24 13:20:48)	0

<< Start < Previous 1 Next > End >>

Display # 30 Results 1 - 10 of 10

Figure 74: Page Impressions screen

This page lists each Content Item and the number of hits it has received (impressions do not include hits on the Front Page).

Chapter 7: Accessing Functions from the Back-end – Administrator

Introduction

The Administrator has all the Front-end access privileges of a Publisher. In addition, they have the following Back-end privileges as well as those of the Manager, which are covered in detail in this chapter:

- Trash Manager
- Managing Users
- Managing Menus
- Managing Components
- Managing Modules
- Managing Mambots

As with the Manager, the Administrator will not have all menu and sub-menu options available.

ⓘ Further Information: Appendix B – Back-end Menu Options

Trash Manager

Content and Menu Items that are trashed are held in the **Trash Manager** awaiting final deletion. They can also be restored to their original location.

Access: Select **Site > Trash Manager**.

This will display the **Trash Manager** screen.

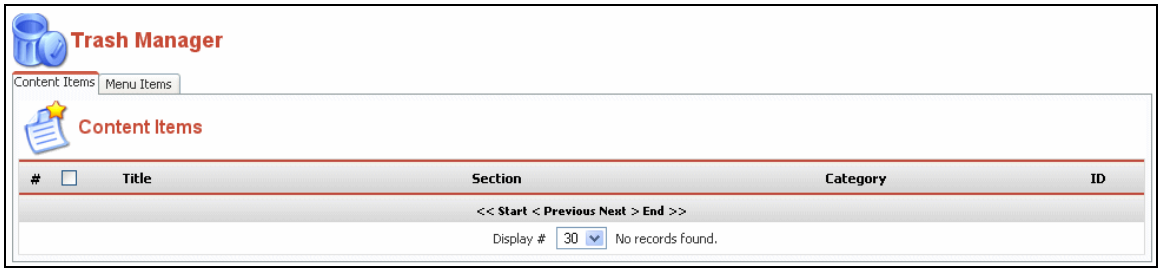


Figure 75: Trash Manager screen

The **Trash Manager** screen lists the Content Items and Menu Items that have been trashed.

Check the checkbox next to the Items to be permanently deleted, or restored, and click either the **Delete** button or the **Restore** button.

If deleting the items, the **Delete Items** screen will be displayed.

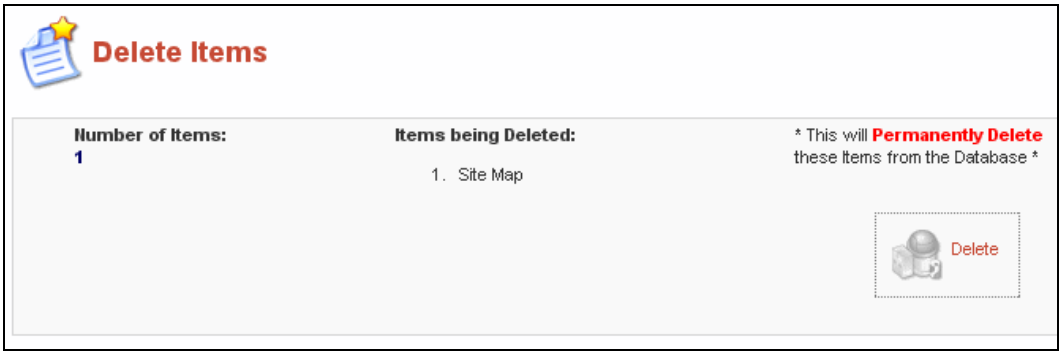


Figure 76: Trash Manager Delete screen

Click the **Delete** button surrounded by a dotted line. The following dialogue will appear.

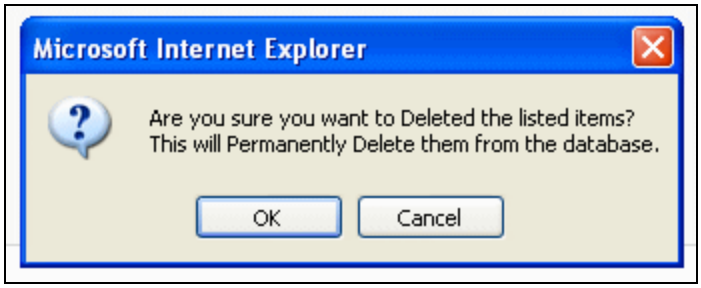

Microsoft Internet Explorer
Are you sure you want to Deleted the listed items?
This will Permanently Delete them from the database.
OK
Cancel

Figure 77: Are You Sure?

Click **OK** to confirm.

If restoring the items, the **Restore Items** screen will be displayed.

Figure 78: Trash Manager Restore screen

Click the **Restore** button. The following dialogue will appear.

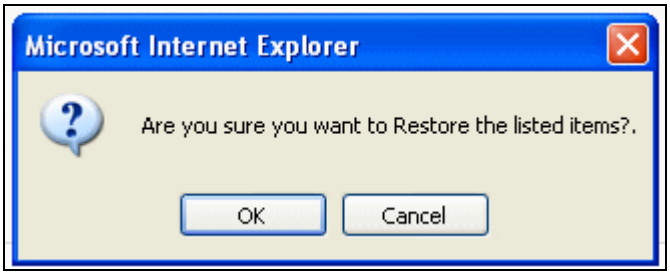


Figure 79: Restore Confirmation dialogue.

Click **OK** to confirm.

Manage Users

In **Chapter 3: Joomla! Users**, we outlined the various access levels offered by Joomla! This section deals with the creation of users from the Back-end. The Table below illustrates the permissions at each Access Level.

Table 11: User Level Permissions

	Create User	*Delete User*	*Edit User*	*Change Access Level*
Super Administrator	✓	✓	✓	✓
Administrator	✓	✓	✓	✓**(See Note)**
Manager	✓	✓	✓	✓**(See Note)**
Publisher				
Editor				
Author				
Registered	✓ **(self only)**			

Note: Managers and Administrators may only maintain users up to their level. Registered users may only maintain their own account.

Access: Select **Site > User Manager**.

This will display the **User Manager** screen.

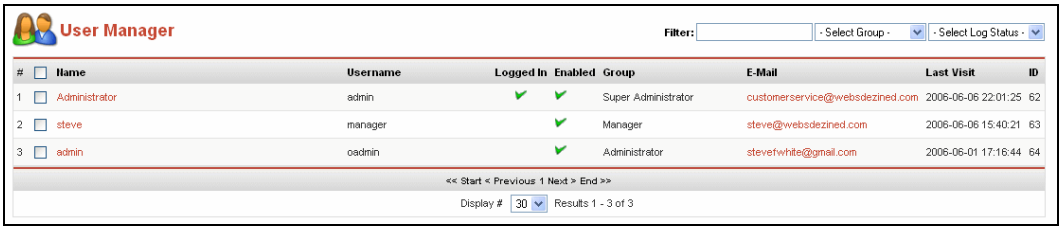

User Manager
Filter:
- Select Group -
- Select Log Status -
Name Username Logged In Enabled Group E-Mail Last Visit ID
1 Administrator admin Super Administrator customerservice@websdezined.com 2006-06-06 22:01:25 62
2 steve manager Manager steve@websdezined.com 2006-06-06 15:40:21 63
3 admin oadmin Administrator stevefwhite@gmail.com 2006-06-01 17:16:44 64
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 3 of 3

Figure 80: User Manager screen

Toolbar Buttons: **Logout**, **Delete**, **Edit,** and **New** are available.

The following information is displayed:

Column Name	***Details/Options***
Name:	The name by which the User is known.
Username:	The name the User uses to login.
Logged In:	Indicates whether logged in or not.
Enabled:	Indicates whether enabled or not.
Group:	Indicates which Group the User belongs to, e.g. Author, Manager, etc.
E-Mail:	A valid e-mail address.
Last Visit:	The date and time the User was last logged on.
ID:	The unique User ID held in the database.

Other functions available on this screen:

Filter:	You may enter text in the Filter box to refine the list based on whether the text is found in the name. Type in any text and press the Tab key.
Group:	You may also limit the list to a particular group
Log Status:	You may also limit the list by the log status by selecting one, or more, combinations from the drop down boxes.

Create a User

To create a New User, click the **New** Button. This will display the **User: Add** screen.

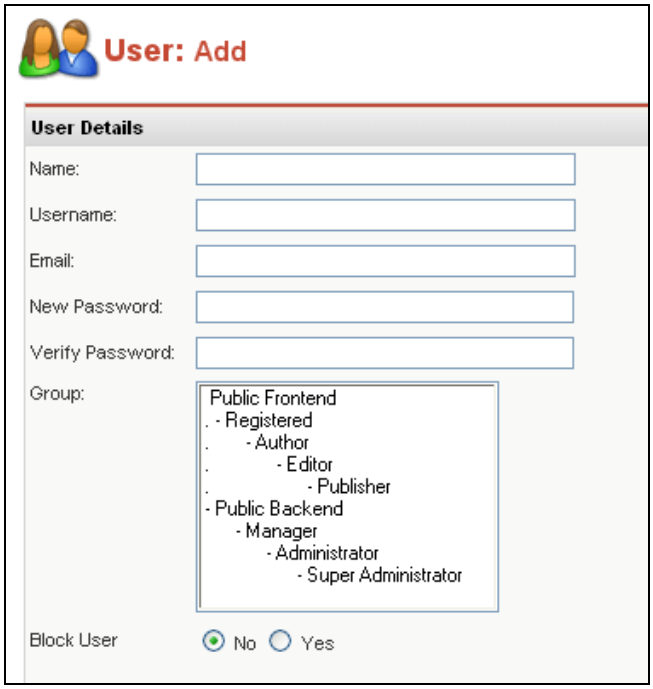


Figure 81: User Add screen

Field Name	***Details/Options***
Name:	The 'real' name of the user
Username:	The name by which they will be identified when logged on to the site.
E-mail address:	A valid e-mail address. Validation can be utilised by requiring a confirmatory e-mail to be sent and a special activation link followed back to the site by the user.
New Password:	A password – ideally a mixture of numbers, letters, and symbols.
Verify Password:	The re-typing of the password to ensure accuracy.
Group:	Select the Group to which the User is to be assigned from the stated options.
Block User:	Options: **Yes** or **No**. Allows the administrator the chance to block this user and prevent logging in.

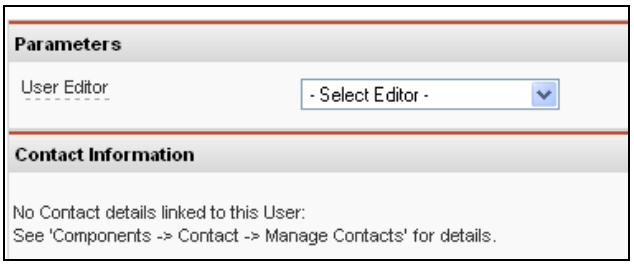

Parameters
User Editor
- Select Editor -
Contact Information
No Contact details linked to this User:
See 'Components -> Contact -> Manage Contacts' for details.

Figure 82: User Add II screen

On the right hand side of the screen, you can select the User Editor. This is the preferred WYSIWYG editor.

If none is selected it will default to the Editor specified in the Global Configuration.

Click the **Save** button.

Delete a User

You can delete a User from the **User Manager** screen using the select box by the side of the Name and then clicking the **Delete** button.

Logout a User

You can force a logout of a User by using selecting the radio button beside the Name and then clicking the **Logout** button.

Manage Menus

Navigation and access to content in your web site is made possible using menus.

Menus in Joomla! are groups of links to Sections, Categories, Content Items, Components, or external pages. These links are called **Menu Items**.

Each menu must have an identification name, which is only used internally by Joomla! A menu only becomes visible on a site if it has a published ***mod_mainmenu*** Module, which references it. A menu may have multiple ***mod_mainmenu*** Modules referencing it.

By default, you should find the following menus available, mainmenu, othermenu, topmenu, and usermenu under the **Menu** option.

Access: Select **Menu > Menu Manager**.

This will display the **Menu Manager** screen.

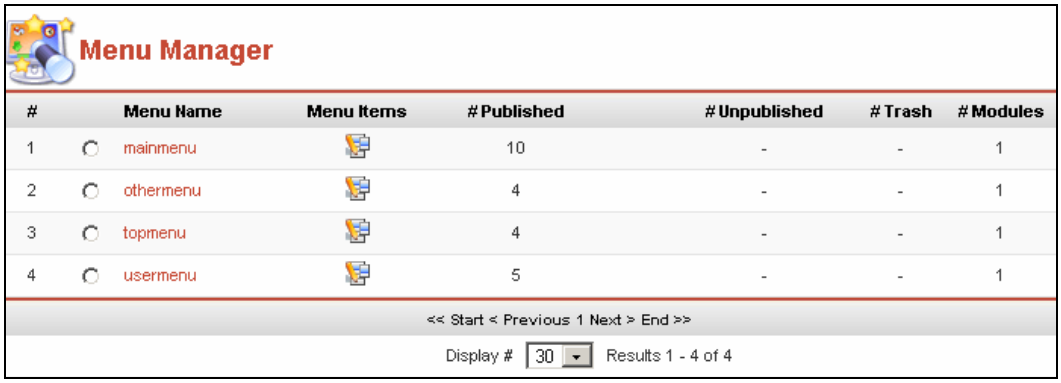

Menu Manager
Menu Name Menu Items # Published # Unpublished # Trash # Modules
1 mainmenu 10 - - 1
2 othermenu 4 - - 1
3 topmenu 4 - - 1
4 usermenu 5 - - 1
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 4 of 4

Figure 83: Menu Manager screen

Toolbar Buttons: **Copy**, **Delete**, **Edit,** and **New** are available.

The following information is displayed:

Menu Field	***Description***
Menu Name:	This is the identification name used by Joomla! to identify this menu within the code. It must be unique. It is recommended to use no space within this name. For example, in the core Joomla!, the User Menu's Menu Name is usermenu and the Main Menu's Menu Name is mainmenu.
Menu Items:	Click on the **Menu Item** button to access the menu items on the **Menu Manager [menu name]** screen.
#Published:	The number of Menu Items published.
#Unpublished:	The number of Menu Items unpublished.
#Trash:	The number of Menu Items trashed.
#Modules:	This is the number of Menu Modules associated to the Menu Name.

Create a New Menu

Click the **New** button.

The **Menu Details** screen will be displayed.

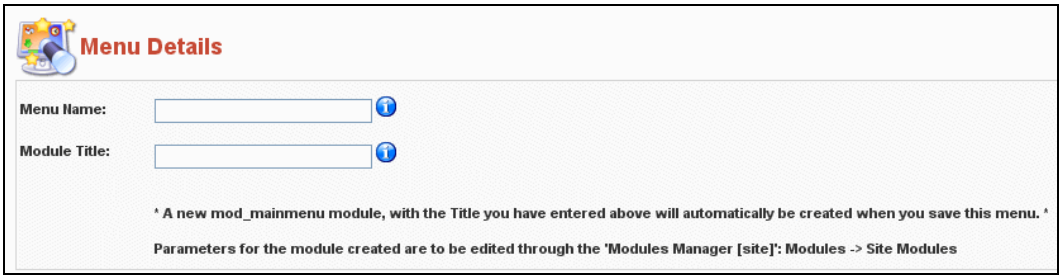

Menu Details
Menu Name:
Module Title:
* A new mod_mainmenu module, with the Title you have entered above will automatically be created when you save this menu. *
Parameters for the module created are to be edited through the 'Modules Manager [site]': Modules -> Site Modules

Figure 84: Menu Details screen

Field Name	*Details/Options*
Menu Name:	This is the name that Joomla! will use to identify this menu in the database. It must be unique. There should be no spaces in the name.
Module Title:	This is the name given to the new ***mod_mainmenu*** Module, which is automatically created when you save this menu. It is also the Name of the menu, as it will appear on the Module header if you choose to publish it. This may be changed in the future when editing the Module.

Click the **Save** button.

Your new menu appears in the Menu Manager list.

Copy a Menu

Select the radio button next to the Menu Name you want to copy. Then, click the **Copy** button in the toolbar. This displays the **Copy Menu** screen.

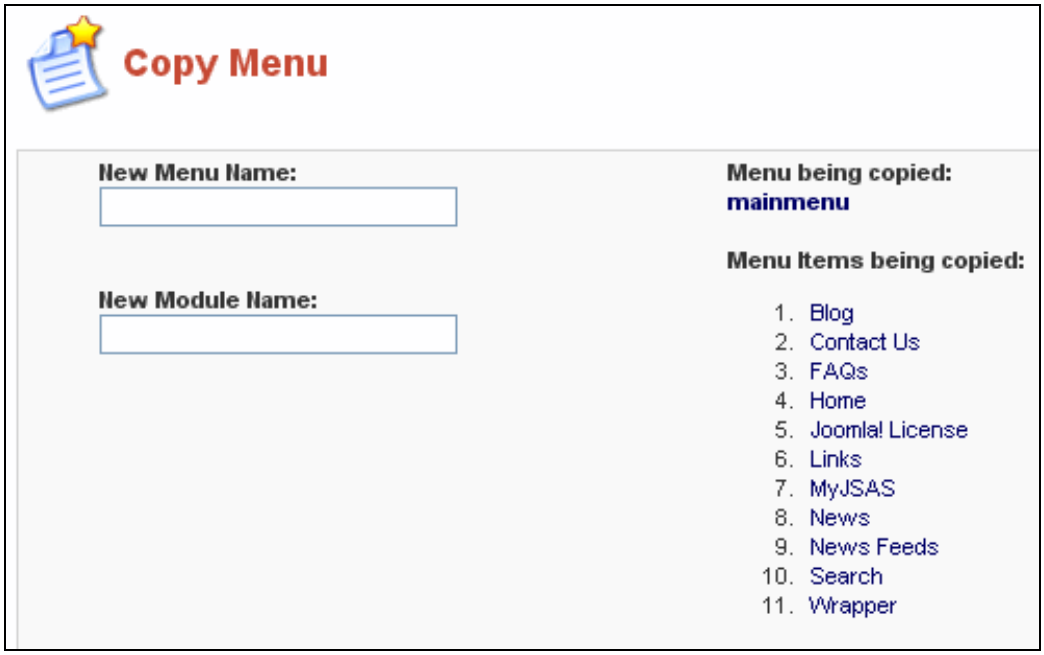


Figure 85: Copy Menu screen

A Copy Page, with the same fields as in **Create New Menu** is displayed. It will also state the name of the Menu being copied and a list of the Menu Items associated to the menu being copied. Fill in the fields as in the create New Menu screen.

Enter a new **Menu Name** and **Module Name**.

This will duplicate the menu. You may copy any of your menus. Copying will create a new Menu Name, containing the same Menu Items as the menu copied, associated to a new Menu Module.

Delete a Menu

Select the radio button next to the Menu Name you want to delete. Then, click the **Delete** button in the toolbar. The **Delete Menu:** *menuname* screen will be displayed.

Figure 86: Delete Menu screen

It shows the Module(s) to be deleted (the *mod_mainmenu* Modules associated to this Menu) and the **Menu Items** to be deleted.

Click the **Delete** button surrounded by a dotted line. This will delete this Menu, all of its Menu Items, and all of the Modules associated with it.

A JavaScript alert popup box gives you the choice to **OK** or to **Cancel** this action.

Edit a Menu

Select the radio button next to the Menu Name you want to edit. Click the **Edit** button. The **Menu Details** screen will be displayed.

Figure 87: Edit Menu screen

You can only edit the Menu Name on this screen. This is the name as it is displayed in the Menu Manager.

Manage Components

Introduction

Components are core elements of Joomla!'s functionality and are displayed in the main body of the web site template, i.e. ***mainbody.php***. Depending on the design of the template in use, this is often in the centre of the web page.

A typical Joomla! installation comes with Banners, Contacts, News Feeds, Polls, and Web Links Components.

Members of the Joomla! community produce third party Joomla! Components on a continuous basis. Look at http://extensions.joomla.org/ or http://developer.joomla.org for a listing of available Component downloads or check the special forums.

In this section, we will look at:

- The core Components that come with the Joomla! installation.
- How they are configured and used.
- Installing and deleting a Component.

Install a Component

Access: Select **Installers > Components**.

The **Install new Component** screen will be displayed.

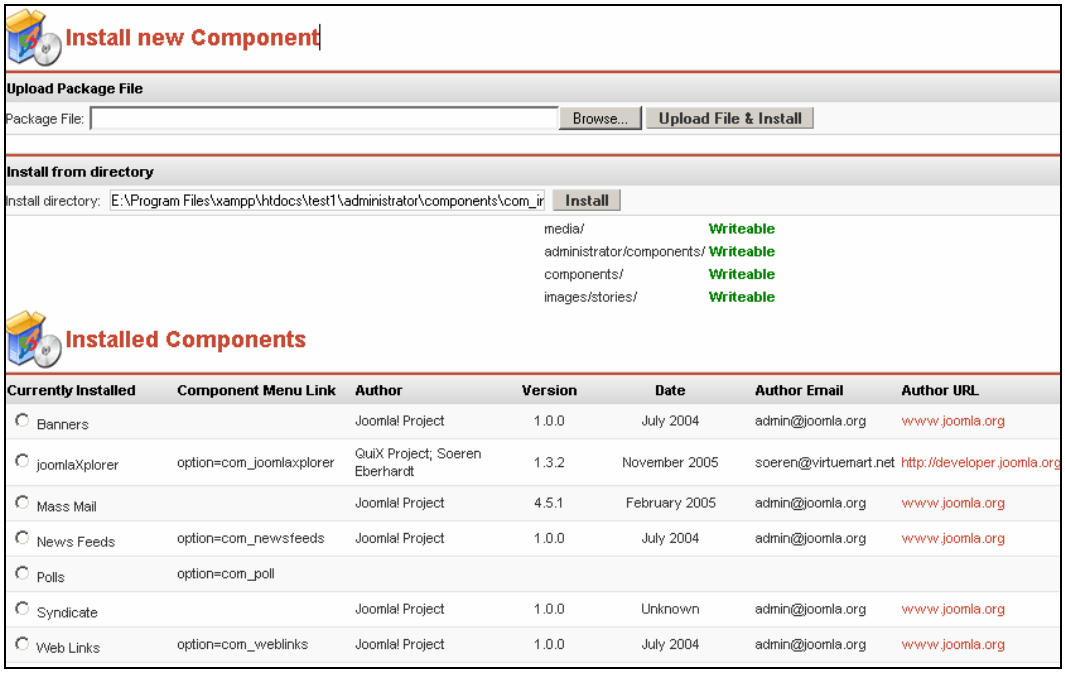


Figure 88: Install New Component screen

Toolbar Buttons: **Uninstall** is available.

This screen is split into top and bottom. The top is used for installing Components and the bottom, which lists the Components that are installed and that can be uninstalled.

There are two methods for installing a Module:

The first method of installing is to upload a zipped package file that will be automatically installed to your server. Click **Browse...** to go to the location of the Component zip file on your local computer. Once identified select the file and click **Open**. The name and location of the file will be displayed in the **Package File**: box. Then click the **Upload File & Install** button. If all goes well you will transfer to a new screen confirming Success.

The second method is to upload an unpacked archive to your host's server. Type the location of this file (it must be the absolute location) then click the **Install** button.

Uninstall a Component

Tick the box next to the Component you want to uninstall and then click the **Delete** button. A dialogue alert will show: **Are you sure, you want to delete selected items?**

Click **OK**. The page will reload displaying the word **Success**.

Manage Specific Components

Banners

This Component allows you to display banners in rotation on your site. It also allows some advanced features such as impressions management and custom code.

Banners can be displayed on your web site by simply publishing the banner once it has been created through the process below. Their location is dependent upon the template being used for your site.

The Banner Component consists of two options, **Manage Clients** and **Manager Banners**.

Manage Clients

Before you can set up a banner, you must have a client.

Access: Select **Components > Banners > Manage Clients**.

The **Banner Client Manager** screen will be displayed.

Figure 89: Banner Client Manager screen

Toolbar Buttons: **Delete**, **Edit,** and **New** are available.

Create a Banner Client

To add a new client, click the **New** button.

The **Banner Client: New** screen will be displayed.

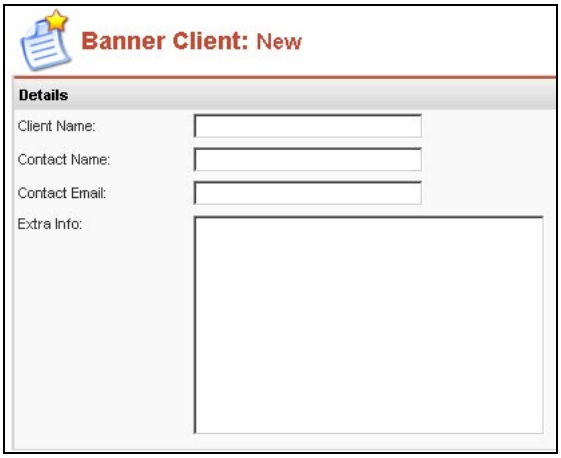


Figure 90: Banner Client New screen

Toolbar Buttons: **Save** and **Cancel** are available.

Complete the Client Name, Contact Name, Contact E-mail and, optionally, Extra Info.

Click the **Save** button

The new client will be added to the **Banner Client Manager** list.

Edit a Banner Client

To edit a client's details, click the client's name in the **Banner Client Manager** list.

The **Banner Client: Edit** screen will be displayed.

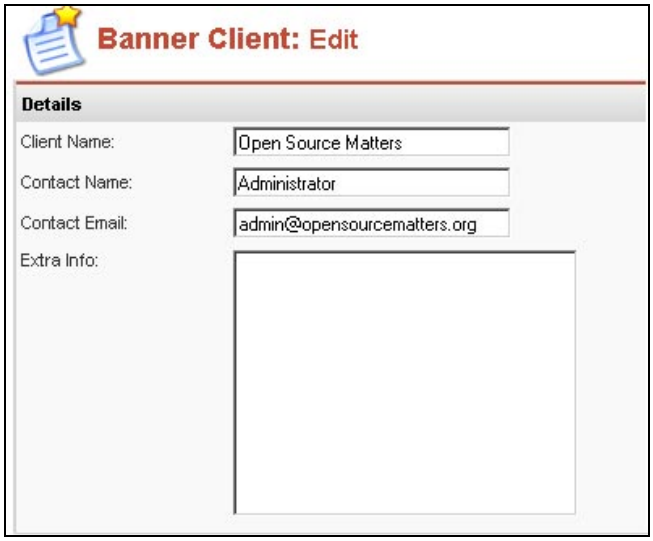


Figure 91: Banner Client Edit screen

Toolbar Buttons: **Save** and **Cancel** are available.

Change the Client Name, Contact Name, Contact E-mail, or Extra Info as required.

Click the **Save** button.

Screen returns to Banner Manager.

Delete a Banner Client

In the Banner Client Manager, Select the checkbox next to the Banner Client you wish to delete and click the **Delete** button.

A pop up will ask whether **You are sure you want to delete selected items?**

If you are sure, then click **OK** if not click **Cancel.**

Manage Banners

Access: Select **Components > Banners > Manage Banners**.

The **Banner Manager** screen will be displayed.

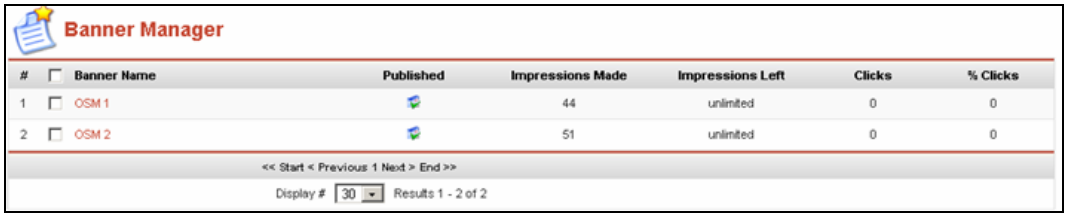

Banner Manager
Banner Name Published Impressions Made Impressions Left Clicks % Clicks
1 OSM 1 44 unlimited 0 0
2 OSM 2 51 unlimited 0 0
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 2 of 2

Figure 92: Banner Manager screen

The Banner Manager details a list of all the banners available to be displayed.

Toolbar Buttons: **Upload** (images), **Publish**, **Unpublish**, **Delete**, **Edit,** and **New** are available.

The display shows the following information:

Column Name	***Details/Options***
Banner Name:	The name of the banner – usually associated with the client or image that associated with the banner. Click on the name or select the checkbox next to the name and click the **Edit** button to access the settings for the banner.

Published:	The status of the banner. Click on the image to either publish or un-publish the banner.
Impressions Made:	The number of times the banner has been displayed.
Impressions Left:	The number of times the banner has left to be displayed if this was established when the banner was set up.
Clicks:	The number of times the banner has been clicked to access the underlying URL.
% Clicks:	The percentage calculated by the number of times the banner has been clicked divided by the number of times it has been displayed.

Create a New Banner

To create a new banner, click the **New** button. The **Banner: New** screen will be displayed.

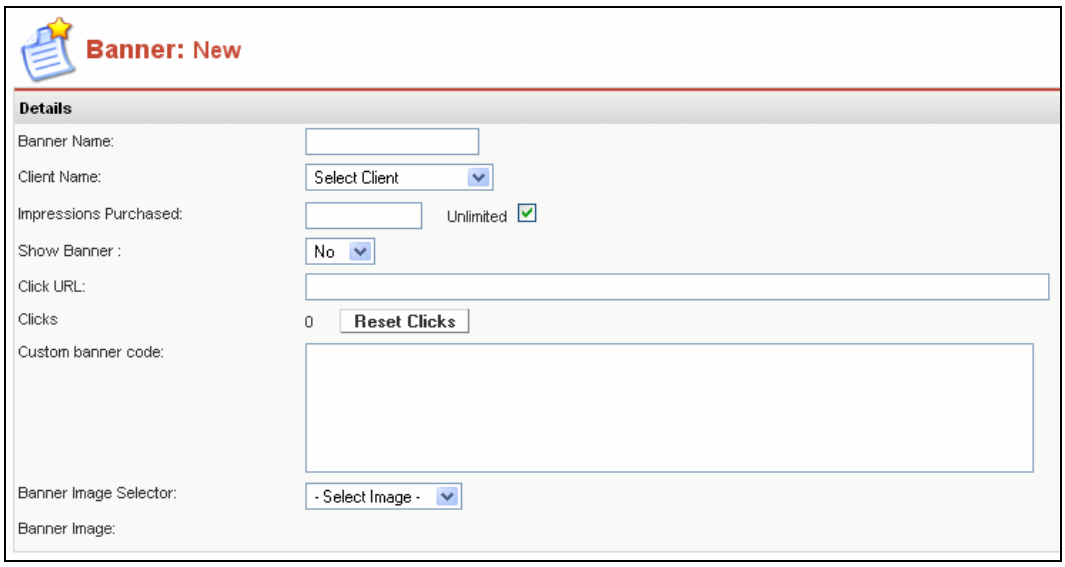


Figure 93: Banner New screen

Toolbar Buttons: **Upload** (images), **Save** and **Cancel** are available.

Complete the following fields:

Field Name	***Details/Options***
Banner Name:	Enter the name of the Banner, as it will appear in the Banner Manager.
Client Name:	Select the name of the assigned client from the drop down menu.
Impressions Purchased:	Input the number of times to display this banner or check the box for unlimited.
Show Banner:	Choose whether to publish the banner or not. Select **Yes** or **No**
Click URL:	Enter the full URL of the page that should open when the banner is clicked on.
Clicks:	Records the number of times the banner has been clicked. Click the **Reset Clicks** button to reset the number to zero.
Custom banner code:	You may enter here some code (See Developer's Manual for more information).
Banner Image Selector:	Select the image to be displayed.
Banner Image:	The image selected under **Banner Image Selector** is displayed here for your convenience and verification.

Click the **Save** button.

Delete a Banner

To delete a banner select the checkbox next to the banner that you intend to delete and click the **Delete** button. There will be a pop up challenge as to whether you are sure this is what you intend click **OK** to confirm or **Cancel** to stop the deletion.

Edit a Banner

To edit a banner select the checkbox next to the banner that you wish to edit and click the **Edit** button.

Edit the Options/Details as necessary.

Click **Save** to accept changes or **Cancel** to reject changes. You will be returned to the Banner Manager.

Upload New Banner Images

To upload new banner images click the **Upload** button in the toolbar. The following dialogue popup will be displayed.

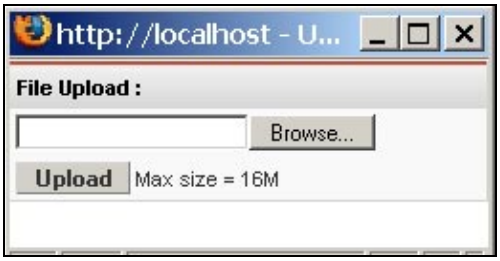


Figure 94: Upload Banner Image dialogue

Click **Browse** to locate the file on your local machine. Once located, select the file, and click **Open**. This will display the file name in the details field of the upload dialogue. Click **Upload** and the file will be transferred to your **.../images/stories/** folder.

A success message will be displayed. Click **OK**.

Contacts

The Contacts Component consists of two options, Manage Contacts and Contacts Categories and provides you with the ability to manage a list of contacts for your site.

You can have more than one contact item. Your visitors will select the contact from a drop down list when they are on the Contact Us page in the Front-end of your site. If you only have one contact then there is no drop down list.

Note: You must create a Category before you can add a Contact.

Access: Select **Components > Contacts > Contacts Categories**.

The **Category Manager [Component: Contact]** screen will be displayed.

Category Manager [Component: Contact]
Category Name Published Reorder Order Access Category ID
1 Contacts (Contacts) 0 Public 12
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 1 of 1

Figure 95: Category Manager screen

Toolbar Buttons: **Publish**, **Unpublish**, **Delete**, **Edit,** and **New** are available.

The following information is displayed:

Column Name:	***Details/Options***
Name:	This is the name of the contact. It can be a person, department or whatever you wish. It will be displayed in the Front-end of your Web site. You can click on the name to edit that contact.
Published:	Click the button to toggle between **Publish** and **Unpublish** to decide whether the contact will be displayed, or not, on your web site.
Reorder:	Click the **up** and **down** arrow buttons to move the record up or down in the list. The order is used in both the contact manager and on the contact page, the visitor will see.
Category:	You can assign contacts to different categories. This column displays to which Category the contact is assigned. Click on the Category to edit it
Linked to User:	If the contact is linked to a Registered user of the site, the users name will appear here. Click to edit the user.

Create a New Contact Category

Click the **New** button. The **Category: New [Contact:]** screen will be displayed.

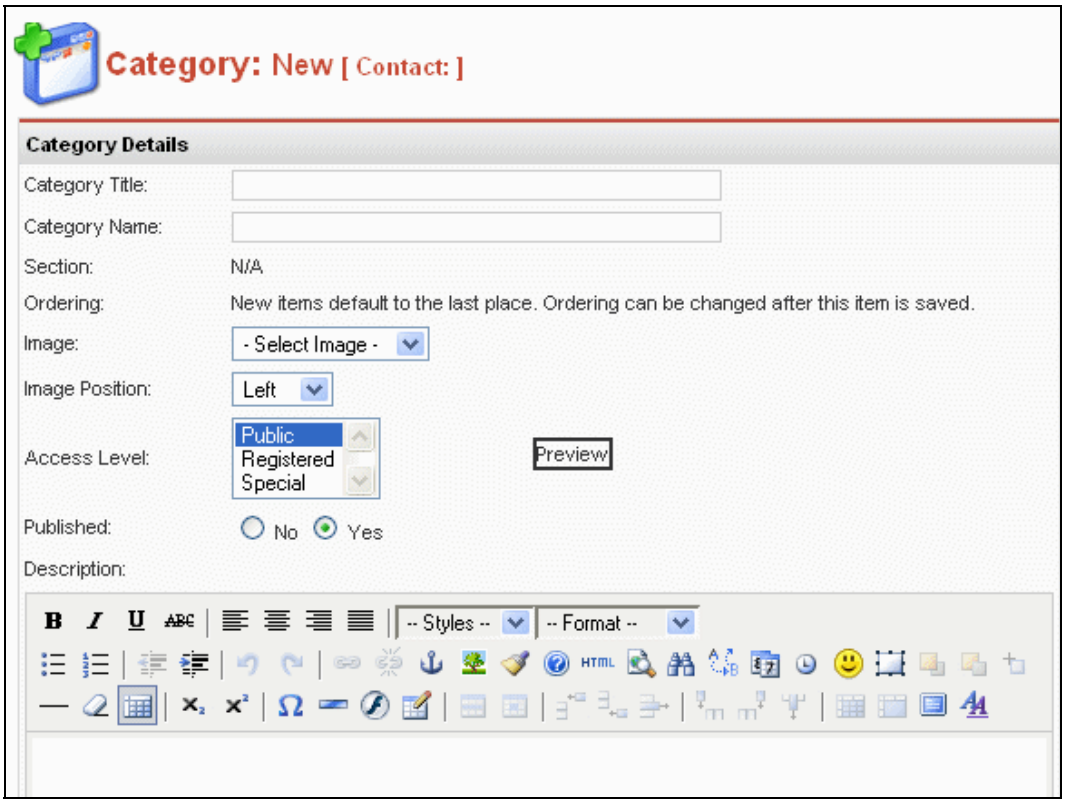


Figure 96: Category New screen

Toolbar Buttons: **Upload** (images), **Save, Apply,** and **Cancel** are available.

Complete the following information:

Field Name	*Details/Options*
Category Title:	A short name for the Category.
Category Name:	A long name for the Category.
Image:	Select an image from the drop down list – if required.
Image Position:	Select whether the image will be displayed on the **Left** or **Right.**
Access Level:	Select the level to which this category will be visible: **Public, Registered, or Special.**
Published:	Select **Yes** or **No.**
Description:	Optional description of the Category

Click the **Save** button.

Contact Manager

Access: Select **Components > Contacts > Manage Contacts**.

The **Contact Manager** screen will be displayed.

Figure 97: Contact Manager screen

Toolbar Buttons: **Publish**, **Unpublish**, **Delete**, **Edit**, and **New** are available.

Create a Contact

Click the **New** button to create a new contact. The **Contact: New** screen will be displayed. The screen is split into two parts. On the left hand side, the normal input fields and the right hand side three Tabs, Publishing, Images and Parameters.

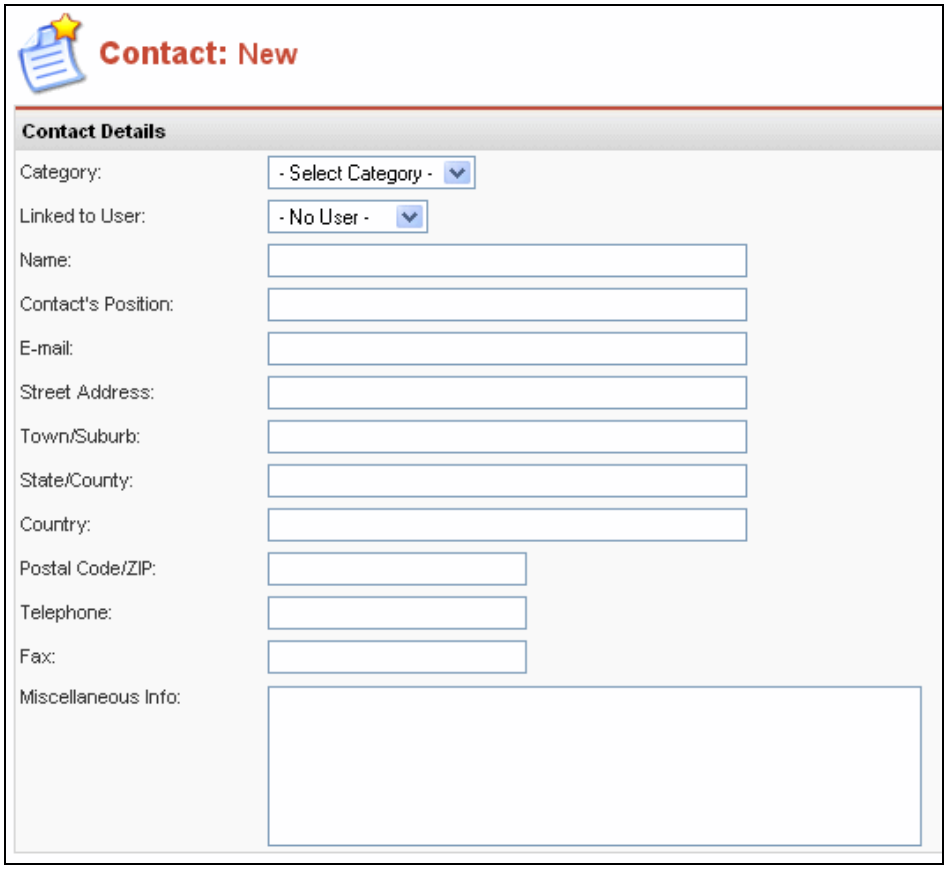


Figure 98: Contact New screen

Complete the following information:

Field Name	***Details/Options***
Category:	Select the Category from the drop-down menu of all published Contact Categories. The Contact will be then assigned to that Category.
Linked to User:	Allows this Contact to be associated to an existing Registered user of the site. Select the name from the drop-down menu. Set to **- No User -** when there is no association available. This may be useful where a primary user is a company and

	the Contact needs to be associated with that company.
Name:	Enter the name of the contact, as it will display on the site. This can be a person's name, or a department, a product, or whatever you wish.
Contact's Position:	Best used with a Name, as the title is displayed if this field is used, e.g. CEO.
E-mail:	Enter the e-mail address for this Contact.
The following five fields can be used to provide geographical access information if desired:	
Street Address:	
Town/Suburb:	
State/County:	
Country:	
Postal Code/ZIP:	
The following two fields can be used to provide Phone and Fax Contact information if desired:	
Telephone:	
Fax:	
Miscellaneous Info:	Type here any other information you wish to provide about this Contact.

Toolbar Buttons: **Save** and **Cancel** are available.

Publishing Tab:

Field Name	***Details/Options***
Published:	Select **Yes** or **No** to show this Contact to your visitors.
Ordering:	Contact needs to be saved first to display a drop-down select here to order this Contact in the list of published Contacts for the site. Select the Contact after which you wish to display the current Contact.
Access:	Determines which level of user can view this Contact on the Front-end if published. **Public, Registered, or Special**

Images Tab:

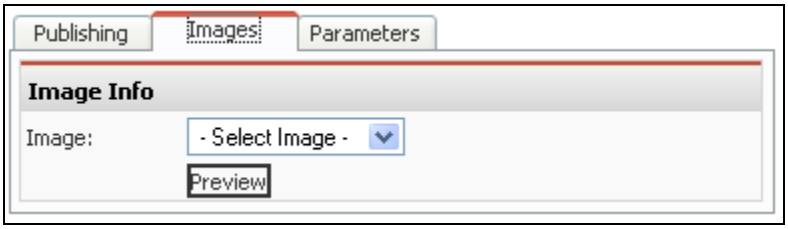


Figure 99: Contact New Images Tab

You may select an image (from the folder images/stories) to display next to this Contact, or select '**- Select Image -**' to not display any image.

Note: If an image is chosen, it will show in the Preview block.

Parameters Tab:

These Parameters control what you see when you click to view a Contact item.

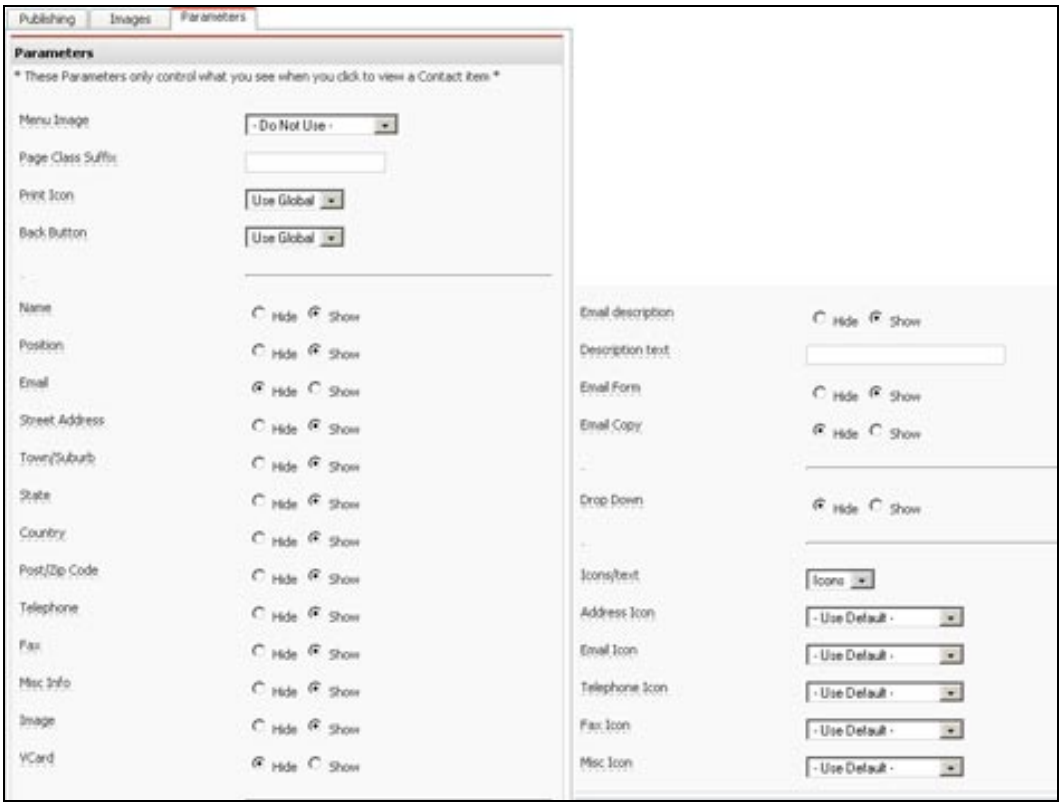


Figure 100: Contact New Parameters Tab

Note: This image has been edited for the purpose of this manual. It actually appears as a single long list!

Field Name	*Details/Options*
Menu Image:	Allows you to set an image that would appear to the left or right of the menu item. The image must be placed in the ***/images/stories*** directory.
Page Class Suffix:	Allows you to set customised styles for this page. The suffix you type here is automatically added to the CSS classes for this page.
Print Button:	Show or Hide s the button and link to the printer-friendly format of items. The pull down lets select **Use Global** to use the parameter as defined globally through the **Site->Global Configuration**, **Show,** or **Hide** .
Back Button:	Controls whether to Show or Hide a **Back** text link that would appear on the bottom of the page and return the user to the previously viewed page. The pull down lets you select **Use Global** - to use the parameter as defined globally through the **Site>Global Configuration** - **Show** or **Hide** .

The following 12 fields defined above may be hidden or shown by checking the radio buttons:

Name:	Select **Show** or **Hide**
Position:	Select **Show** or **Hide**
E-mail:	Select **Show** or **Hide**
Street Address:	Select **Show** or **Hide**
Town/Suburb:	Select **Show** or **Hide**
State/County:	Select **Show** or **Hide**
Country:	Select **Show** or **Hide**

Postal Code/ZIP:	Select **Show** or **Hide**
Telephone:	Select **Show** or **Hide**
Fax:	Select **Show** or **Hide**
Misc. Info:	Select **Show** or **Hide**
Image:	Select **Show** or **Hide**
VCard:	Select **Show** or **Hide**
E-mail description:	**Show** or **Hide** the description text below.
Description text:	Type here the description text for the E-mail form. If left blank, it will use the _E-MAIL_DESCRIPTION language definition.
E-mail Form:	**Show** or **Hide** the e-mail to form.
E-mail copy:	**Show** or **Hide** the checkbox to e-mail a copy to the sender's address.
Drop-down:	**Show** or **Hide** the drop-down select list when in full view. Whatever the contact link accessed, this will let the user choose another contact to display.
Buttons/Text:	This lets you decide if the fields listed below show an associated button, the default text for the fields in the Contact Details or nothing.

You may choose a specific button to introduce the following fields:

Address	Select **Show** or **Hide**
E-mail	Select **Show** or **Hide**
Telephone	Select **Show** or **Hide**
Fax	Select **Show** or **Hide**
Misc Info	Select **Show** or **Hide**

Note: If you choose a custom image, this image should be uploaded to the images/stories directory in the Media Manager.

Mass Mail

This page allows you to send a message to one or more groups of Users.

Access: Select **Components > Mass Mail**.

The **Mass Mail** screen will be displayed.

Toolbar Buttons: **Publish** and **Cancel** are available

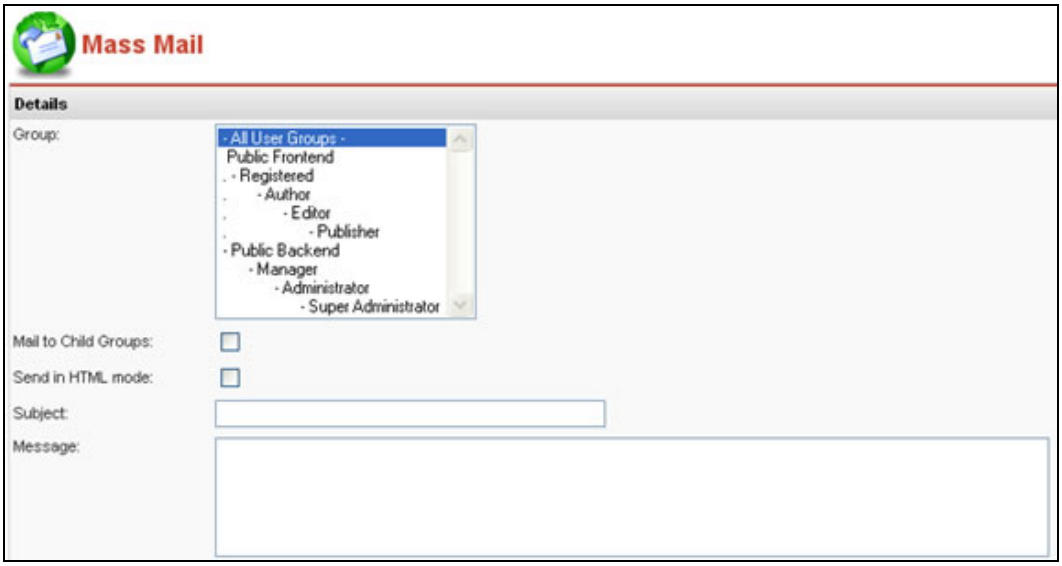


Figure 101: Mass Mail screen

Complete the following information:

Field name	*Details/Options*
Group:	Make a selection from the list. Select *All User Groups* to mail the message to all users. Only one selection can be made from this list.
Mail to Child Groups:	Check this box to automatically include all of the child groups of the selected group. For example, if you select the *Editor* group and check this box, all users in the Publisher group will also be included in the mass mail.
Send in HTML mode:	Check the box for Yes, leave blank for No.
Subject:	Type a subject for the message.
Message:	Type the body of the message

When you are finished, click the **Publish** button to mail the message or **Cancel** to abort the mail.

Note: Only a user in the Super Administrator group is permitted to use this feature.

News Feeds

Newsfeeds are a way of sharing content between different sites. A growing number of content providers share parts of their content via RSS (Really Simple Syndication) Newsfeeds.

Newsfeeds are obtained from any site syndicating news using an RSS format. Joomla! is shipping with an integrated Newsfeed reader. Newsfeeds may also be displayed on your site through the creation of a custom Module accessed from **Modules > Site Modules**.

The Newsfeed Component gives you the ability to manage the existing Newsfeeds, place them into Categories, and change the linking information required to receive the Newsfeeds from the different providers.

To share the content of your site you can integrate the Newsfeeds Module into your template, which makes your own news available to others.

The News Feeds Component consists of two options, Manage News Feeds and Manage Categories.

Manage Newsfeed Categories

Access: Select **Components > News Feeds > Manage Categories**.

The **Category Manager [Component: News Feeds]** screen will be displayed.

Category Manager [Component: News Feeds]
Category Name Published Reorder Order Access Category ID
1 Business: general (Business: general) 1 Public 5
2 Joomla! (Joomla!) 2 Public 4
3 Finance (Finance) 5 Public 9
4 Linux (Linux) 6 Public 10
5 Internet (Internet) 7 Public 11
<< Start < Previous 1 Next > End >>

Figure 102: Category Manager News Feeds screen

Toolbar Buttons: **Publish**, **Unpublish**, **Delete**, **Edit** and **New** are available.

Create a New Newsfeed Category

To create a new Category click the **New** button. The **Category: New [Newsfeeds:]** screen will be displayed.

Toolbar Buttons: **Upload** (image)**, Save, Apply** and **Cancel** are available.

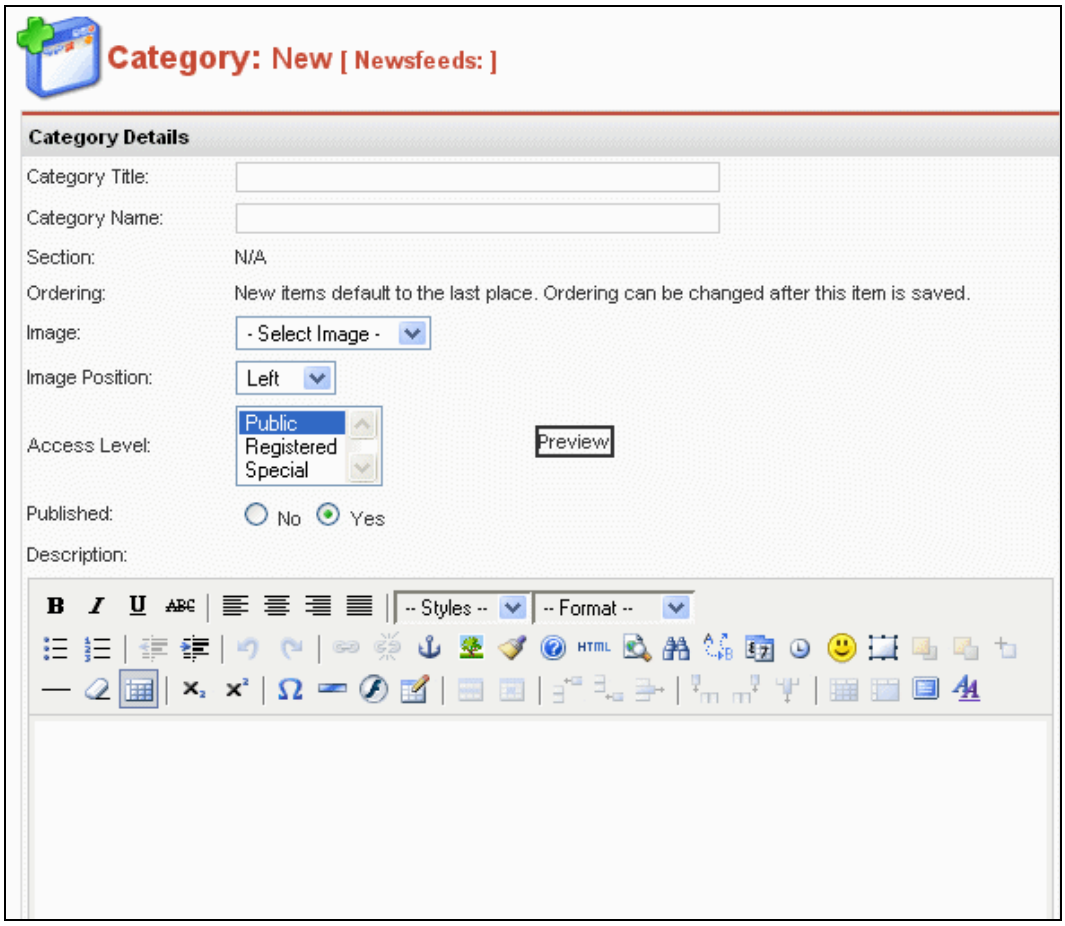


Figure 103: Category New News Feeds screen

Complete the following fields:

Field Name	*Details/Options*
Category Title:	Type here the Category title
Category Name:	
Ordering:	By default, Joomla! adds new items to the end of the existing menu items list. After saving or applying the new item, you can change its order when editing, using a pull-down menu to select the item after which the item will appear.
Image:	Select an image from the stories folder if required.
Image Position:	Select Left or Right if an image was selected above.
Access Level:	This sets who can view this item. This can be Public (everyone can view it), Registered (only Registered users can view it), or Special (Managers and Administrators).
Published:	This sets whether the Category is published or not. By default, it is set to Yes.

Description: This allows descriptive text.

Click the **Save** or **Apply** buttons. Further parameters are available after this saving or applying the settings.

Parameters:

Click the **Link to Menu** button.

Figure 104: Link to Menu dialogue

Link to Menu: This parameter allows you to:

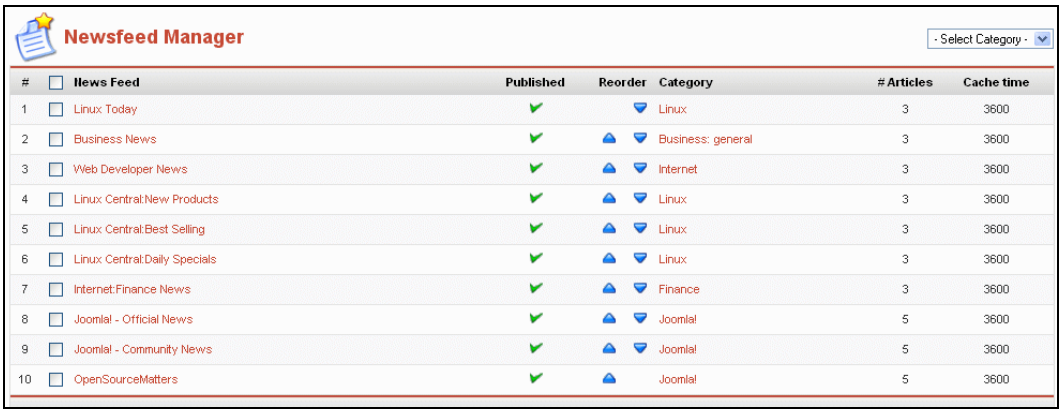
Field Name	***Details/Options***
Select a menu:	Click on the name of the menu to which you wish to link.
Select a menu type: (*Newsfeed Category Table****):***	Select the Category to which this new Item is a member.
Menu Item Name	Enter a name by which the new Item is to be known. This will be as it appears in the menu.

Manage News Feeds

Access: Select **Components > News Feeds > Manage News Feeds**.

This will display the **Newsfeed Manager** screen.

Toolbar Buttons: **Publish** and **Unpublish**, **Delete**, **Edit,** and **New** are available.



#	News Feed	Published	Reorder	Category	# Articles	Cache time
1	Linux Today	✔		Linux	3	3600
2	Business News	✔		Business: general	3	3600
3	Web Developer News	✔		Internet	3	3600
4	Linux Central:New Products	✔		Linux	3	3600
5	Linux Central:Best Selling	✔		Linux	3	3600
6	Linux Central:Daily Specials	✔		Linux	3	3600
7	Internet:Finance News	✔		Finance	3	3600
8	Joomla! - Official News	✔		Joomla!	5	3600
9	Joomla! - Community News	✔		Joomla!	5	3600
10	OpenSourceMatters	✔		Joomla!	5	3600

Figure 105: Newsfeed Manager screen

The following information is displayed:

Column Name	***Details/Options***
News Feed:	Name of the News Feed as it appears on your site. If you click on this name, you may edit the related parameters.
Published:	This shows whether the News Feed is published or unpublished. By clicking on the button, you may switch between published and unpublished.
Reorder:	This shows the order of News Feeds in the list. Click the arrow buttons to move the item up or down in the list. Editing the related Menu Item parameters may also change this ordering.
Category:	The News Feed is associated with this Category. Click to edit.
#Articles:	This shows the number of Articles to display on your site as defined in the parameters for the News Feed.
Cache time:	This is the time between refreshes as defined in the parameters for the News Feed.

Create a New Newsfeed

To create new News Feeds click on the **New** button. The **Newsfeed: New [ ]** screen will be displayed.

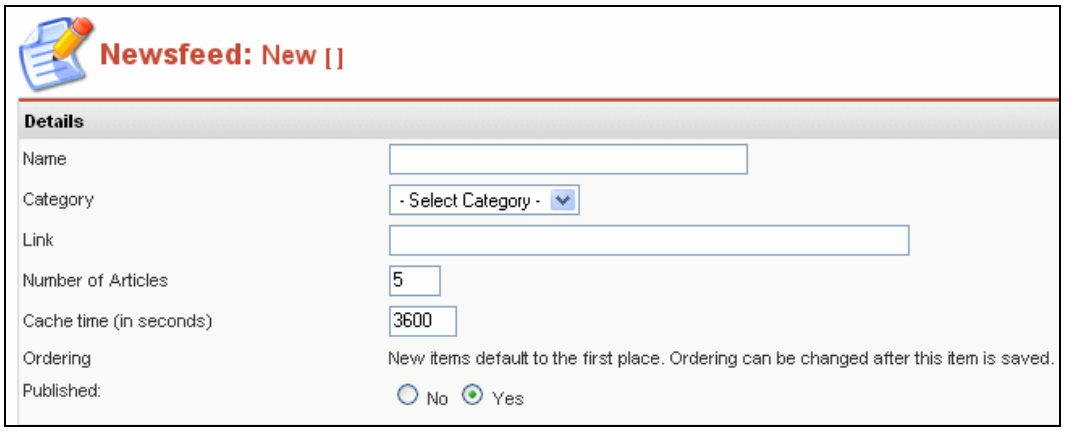


Figure 106: Newsfeed New screen

Toolbar Buttons: **Save** or **Cancel** are available.

Complete the following fields:

Field Name	*Details/Options*
Name:	Type here the name of the News Feed.
Category:	Select the relevant Category from the drop down box.
Link:	Input the News Feed URL, e.g. http://www.Joomla!.org/index.php?option=com_rss_xtd&feed=RSS2.0&type=com_frontpage&Itemid=1.
Number of Articles:	Input the number of articles to be displayed on the News Feed.
Cache time:	Input the time, in seconds, before the feed is refreshed.
Ordering:	By default, Joomla! adds new items to the end of the existing menu items list. After saving the new item, you can change its order when editing, using a pull-down menu to select the item after which the item will appear.
Published:	Sets whether the News Feed is published or not. By default, new menu items are published.

Click the **Save** button.

Polls

This Component allows you to manage and create different polls for your visitors. The questions you ask can be useful for information purposes.

After publishing the poll, you need to activate the Polls Module. You can choose where you would like the poll to be published and on which page. The Module will also provide a link to show the results of your poll.

Access: Select **Components > Polls**.

The **Poll Manager** screen will be displayed.

Toolbar Buttons: **Publish**, **Unpublish**, **Delete**, **Edit** and **New** are available.

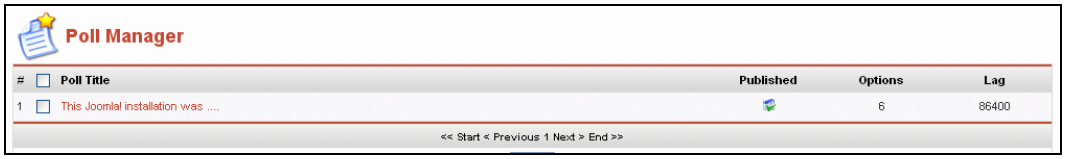


Figure 107: Poll Manager screen

The following information is displayed:

Column Name	*Details/Options*
Poll Title:	This is the name of the poll. If you click on this name, you may edit the related parameters.
Published:	This shows whether the poll is published. Click the **Published** button to toggle the state of the poll.
Options:	This is the number of options in the poll.
Lag:	Time in seconds between votes of the same user for the same poll.

Create a New Poll

Click the **New** button. The **Poll: New** screen will be displayed.

Toolbar Buttons: **Save** and **Cancel** are available.

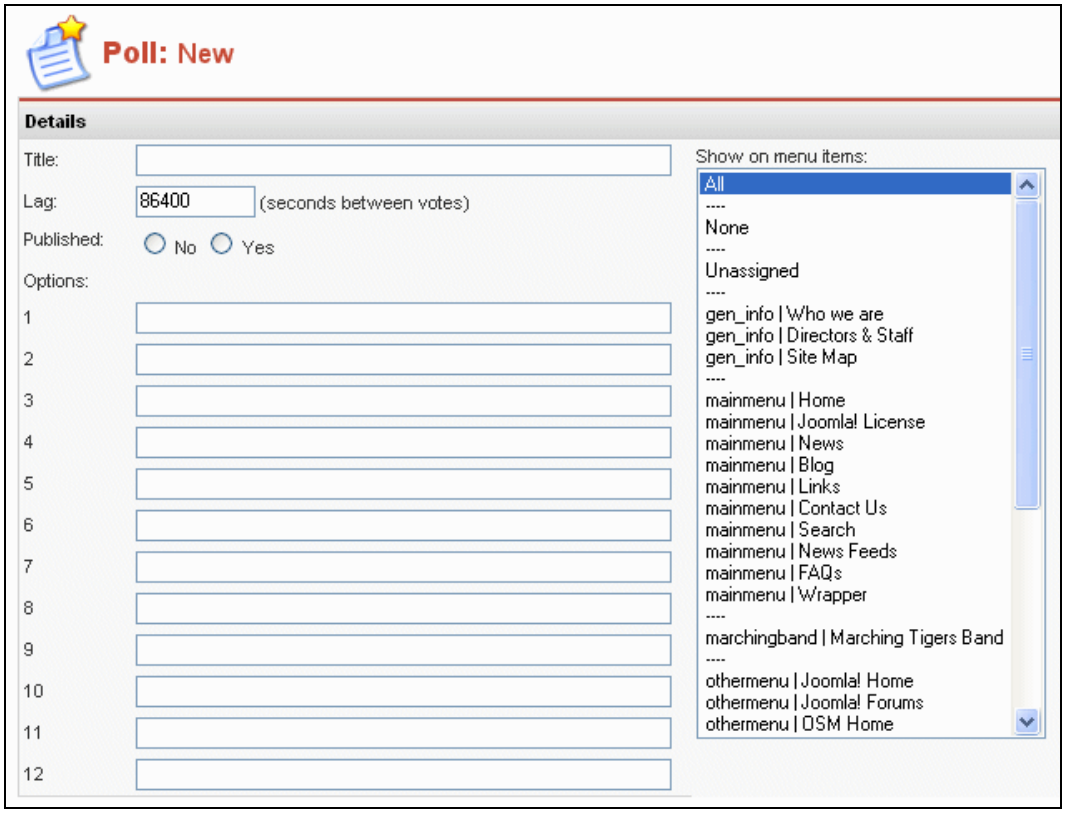


Figure 108: Poll New screen

Complete the following fields:

Field Name	***Details/Options***
Title:	Type here the title question of the poll as it will appear on your site (100 characters max).
Lag:	Enter here the number of seconds users have to wait before being able to vote in the same poll again. This interval is expressed in seconds. The default value is 86400 (24 hours).
Published:	Select **Yes** or **No**.
Options: (input fields 1 to 12)	Fill in here the various options the user can select from to cast their vote. Empty items will not be displayed. Users may select only one of the possible answers.
Show on menu items:	Select here on which page(s) the poll should be displayed. Allows linking the poll to specific menu items only. It works together with the "Polls" Module (mod_poll), which will display the configured polls. You may select multiple Menu Item Links.

Note: You may add additional options after the poll has commenced. Deleting options will corrupt the data, so you should create a new poll.

WARNING!: As of 03/02/05, this is bugged because you are allowed to save a poll without items, which will generate a *MySQL* error. You should at least have two options filled out.

Note: This means that polls assigned to specific Menu Items must have the 'Polls' Module assigned to the same Menu Items to be displayed (Modules-> Site Modules).

Syndicate

To syndicate your site is to make the Content Items from your Web site assigned to the Frontpage Component available for syndication via a distributable file.

The Syndication Component is used to publish a *Newsfeed* of your **Public** Content Items, which you have published to your Front Page in the Front-end of Joomla!

Access: Select **Components > Syndication**.

The **Syndication Settings** screen will be displayed.

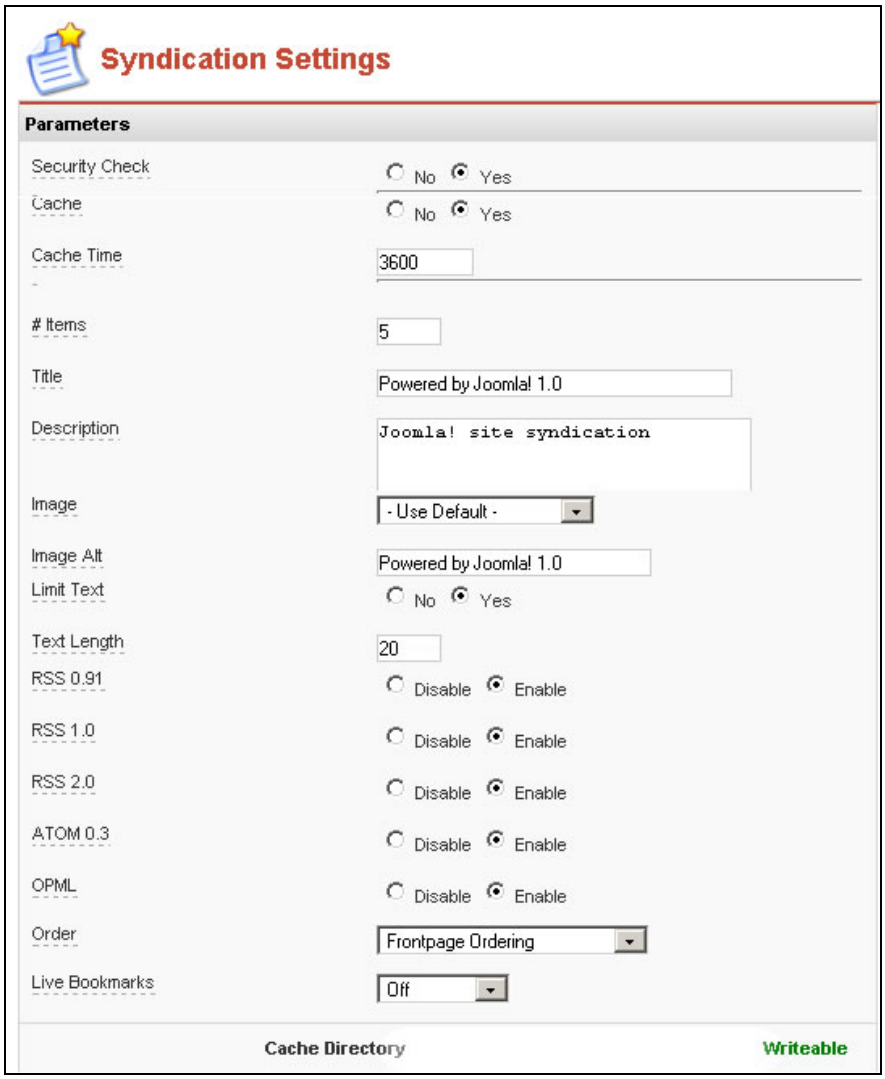


Figure 109: Syndication Settings screen

Toolbar Buttons: **Save** and **Cancel** are available.

Complete the following fields:

Field Name	*Details/Options*
Security Check:	If enabled then the syndication functionality will only work if the Syndicate Module (mod_rssfeed) is published.
Cache:	Yes or No? Choose the **Yes** radio button to create and display a new News Feed dependant on the value set in the Cache Time field. Choose the **No** radio button to display a new News Feed each time an item is added to the Frontpage Component and each time the News Feed is accessed by another server
Cache Time:	This is the number of seconds before your site's database is checked for updates. The default in Joomla! is 3600 seconds, or 60 minutes. After this time has elapsed, the News Feed will refresh itself.

WARNING!: Setting the cache to No will cause your news feed to be checked every time someone visits any site where your news feed is syndicated. This can potentially cause excessive bandwidth usage as well as an extreme draw on your server resources.

#Items:	Type the number of items you would like to syndicate and display in your News Feed.
Title:	Type the title you wish to display above your articles within your syndicated News Feed when it is displayed on those sites and pages, which syndicate your News Feed. The title will appear as a link to your site.
Description:	Type a brief statement to describe your News Feed. If none is entered, it will default to *Joomla! site syndication*.
Image:	Select an image from the drop-down menu to be included in your News Feed. If you do not have an image, you can upload one via the Media Manager.
Image Alt:	Type the text for the *alt tag* to compliment the image you have selected for inclusion in the News Feed via the Image drop-down menu.
Limit Text:	Yes or No? Choose the **Yes** radio button if you wish to limit the Text Length field. Choose the **No** radio button to force the value in the Text Length field to be ignored, thus displaying the entire contents of each item.
Text Length:	Type the number of words to display per News Feed item.

Note: The Limit Text radio button must be set to **Yes** to activate this function.

RSS 0.91, RSS 1.0, RSS 2.0, ATOM 0.3, and OPML:	***Enable*** or ***Disable*** feed syndication.
Order:	The order that the items are listed in the Frontpage Manager will be displayed:

Default:	Arranges items according to the order set in the Frontpage Manager
Frontpage Ordering:	Same as above.
Oldest first:	Arranges items in chronological order, with the oldest items first.
Most recent first:	Arranges items in chronological order, with the newest items first.
Title Alphabetical:	Arranges items by title in alphabetical order.
Title Reverse-Alphabetical:	Arranges items in reverse-alphabetical order.

Author Alphabetical:	Arranges items by author in alphabetical order.
Author Reverse-Alphabetical:	Arranges items by author in reverse alphabetical order.
Most Hits:	Arranges items according to the number of hits, with the items with the most hits first.
Least Hit:	Arranges items according to the number of hits, with the items with the least hits first.

Live Bookmarks: Activate support for Firefox Live Bookmark functionality.

Web Links

The Web Links Component is a collection of links such as favourite links, Joomla! links, or whatever you like. The Component makes it possible to count the number of clicks for each link and Registered users can submit new links from the Front-end.

The Component has two options, **Weblink Categories** and **Weblink Items**.

Caution: You must create a Web Links Category before you can create a Web Link.

Category Manager [Component Web Links]

Access: Select **Components > Web Links > Weblink Categories**.

The **Category Manager [Component: Web Links]** screen will be displayed.

Figure 110: Category Manager Web Links screen

Toolbar Buttons: **Publish**, **Unpublish**, **Delete**, **Edit,** and **New** are available.

The following information is displayed:

Column Name	***Details/Options***
Category Name:	Click the Category name to edit the Category parameters.
Published:	Click the button to change the publish status of the Category.
Order:	If you wish to change the order of the categories in this back-end Table, then type in the new order number and click the **Save Order** button in the heading of this column.
Access:	Click the **Public, Registered, or Special** text link to change the user Access Level.
Category ID:	This column displays the ID for each Category as defined in the database.

Create a New Web Links Category

Click the **New** button. The **Category: New [Weblinks:]** screen will be displayed.

Toolbar Buttons: **Upload**, **Save, Apply,** and **Cancel** are available.

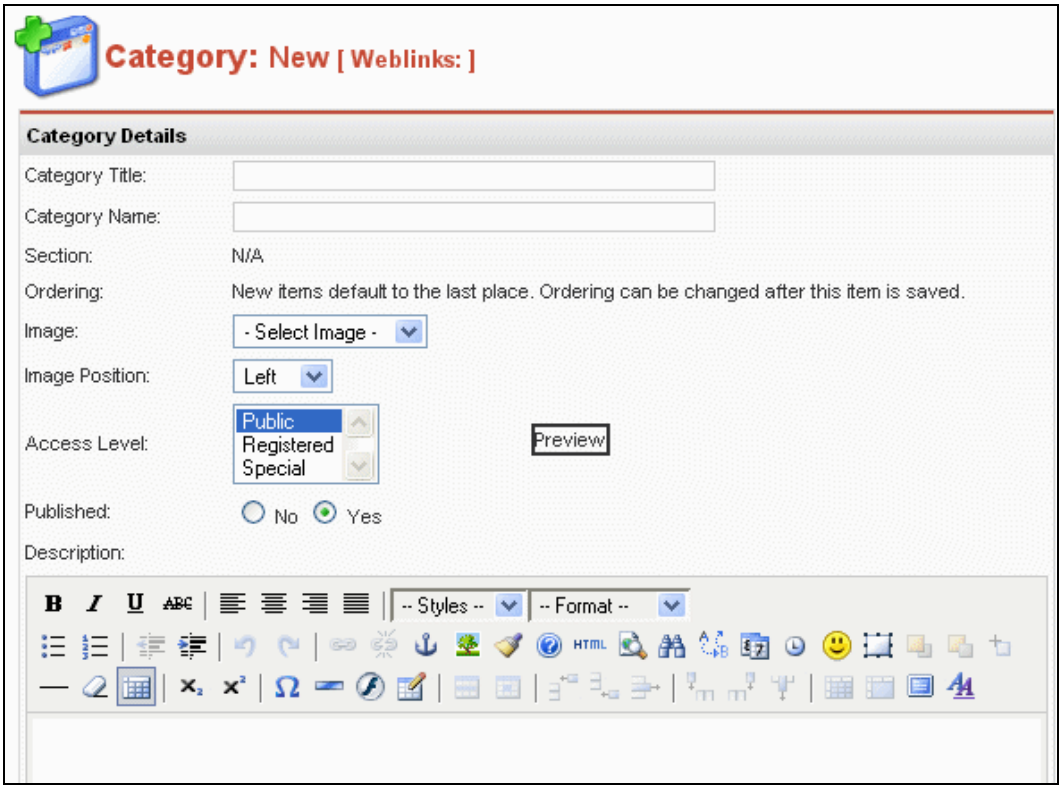


Figure 111: Category New Web Links screen

Complete the following fields:

Field Name	*Details/Options*
Category Title:	Type the name of the Category to be displayed on your site.
Category Name:	Type the name of the Category to appear in the database and the back-end.
Ordering:	Select the order of the Category among other categories.
Image:	Select an image to display next to the Category Description text. The dropdown list an image choice from the images/stories folder.
Image position:	Select the position of the image relative to the description text. **Left** or **Right**.
Access Level:	This is the user Access Level for the Category. **Public**, **Registered**, or **Special**.
Published:	Check the box to display the item show on your web site.
Description:	Type here a description of the Category.

Click the **Save** or **Apply** button.

Note: The Link to Menu parameter is enabled after you have saved.

Weblink Manager

Access: Select **Components > Web Links > Weblink Items**.

The **Weblink Manager** screen will be displayed.

Toolbar Buttons: **Publish**, **Unpublish**, **Delete**, **Edit** and **New** are available.

Figure 112: Web Link Manager screen

This page shows show a list of the web links with the following information:

Column Name	***Details/Options***
Title:	This is the name of the web link. Click the name to edit the web link.
Published:	Click the **Published** button to change the publish status of the Category.
Reorder:	Click the up and down arrow buttons to move the record up or down in the list.
Category:	The web link is assigned to this Category.
Hits	This is the number of hits that the web link has received.

Create a New Web Link

Click the **New** button. The **Weblink: New** screen will be displayed.

Toolbar Buttons: **Save** and **Cancel** are available.

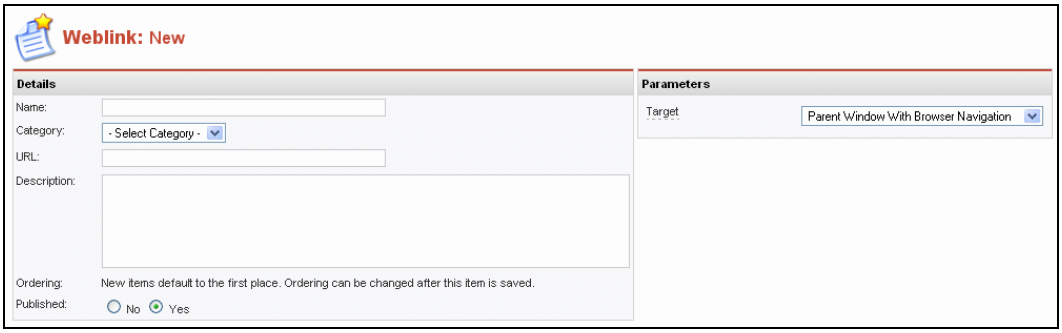


Figure 113: Web Link New screen

Complete the following fields:

Field Name	*Details/Options*
Name:	Enter the name of the web link as it will appear on your site.
Category:	Select the desired Category.
URL:	Enter the full URL address of the web link.
Description:	Add a text description for the web link.
Ordering:	Choose here the order of the Web Link in the specific **Category** as it will appear on the site when displayed through the Table: Weblink Category Menu Item.
Published:	This is whether the web link is published or not.
Parameters:	
Target:	Select whether clicking on the link will open the Preview:
	In the same Window (Parent Window with Browser Navigation)
	In a New Window with Browser Navigation
	In a New Window without Browser Navigation.

Click the **Save** button.

Manage Modules

Introduction

This section deals with:

- Explaining what Modules are.
- Introducing the Module Manager and the functions associated with it.
- Installing and uninstalling a Module.
- Providing an explanation of how to configure installed Site Modules.

Modules are used to display various information and/or interactive features throughout your Joomla! site.

A Module can contain just about anything from simple plain text, to HTML, to complete standalone third party applications. Modules can also display interactive content, such as polls, latest news, Newsfeeds and more.

Site Modules are different from Administrator Modules because they display their content on the Front-end of your site while Admin Modules pertain to various Administrative (Back-end) tasks and/or features.

Modules can be created by you (custom/user Module), or downloaded, and installed.

Module Manager Screen

The management of the Modules is always done in the Administrator (Back-end)panel.

Access: Select **Modules > Site Modules**.

The **Module Manager Screen** displays a list of the installed Site Modules.

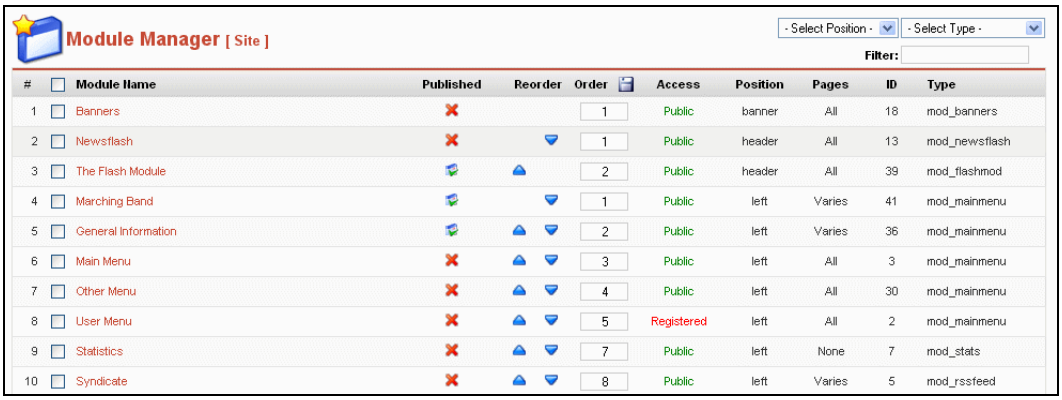

Module Manager [Site]
- Select Position -
- Select Type -
Filter:
Module Name Published Reorder Order Access Position Pages ID Type
1 Banners 1 Public banner All 18 mod_banners
2 Newsflash 1 Public header All 13 mod_newsflash
3 The Flash Module 2 Public header All 39 mod_flashmod
4 Marching Band 1 Public left Varies 41 mod_mainmenu
5 General Information 2 Public left Varies 36 mod_mainmenu
6 Main Menu 3 Public left All 3 mod_mainmenu
7 Other Menu 4 Public left All 30 mod_mainmenu
8 User Menu 5 Registered left All 2 mod_mainmenu
9 Statistics 7 Public left None 7 mod_stats
10 Syndicate 8 Public left Varies 5 mod_rssfeed

Figure 114: Module Manager screen

Toolbar Buttons: **Publish**, **Unpublish**, **Copy**, **Delete**, **Edit,** and **New** are available.

The following information is displayed:

Column Name	***Details/Options***
Module Name:	This is the title of the module. It is editable and will be displayed on the Front-end of your Web site if you choose so.
Published:	This tells you if the module contents will show on the Front-end of your Web site. Click the button to toggle the published/unpublished state.
Reorder:	This column allows you to change the relevant order that the modules display on the Front-end of your Web page(s). Click the 'up' or 'down' arrows to increase or decrease the module order by one position.
Order:	This shows the order of the modules as displayed in the Front-end of your web site. To modify this order, type in the number that you would like to have them presented. Then, click the **Save Order** button next to the Column Heading Order.
Access:	This shows who can see the modules on the Front-end of a Web page. Clicking the link will toggle through Public/Registered/Special.
Position:	This shows which template positions the module will be displayed. Some common Template positions are: User1, Left, Righting, and Top. NOTE: You can only assign the module position to one that is already coded into your template
Pages:	This shows on which pages the module will be displayed. Options include All, Varies or None. NOTE: This is not applicable to Administrator modules. Click on the **Edit** button in the Toolbar to edit this.
ID:	This is the ID number for the module item. This is allocated by the Joomla! site system when the module instance is saved.
Type:	This is the type of module. An example is mod_mainmenu, which is the 'type' of module used for the User Menu and the Main Menu module instances.

At the bottom of the list, you may see a pagination feature, which will allow you to navigate to the next set of modules in the list. You can also set the number of modules displayed on a page by selecting the number in the drop down box at the bottom of the screen.

Filtering functions are available at the top-right of the list. To filter the displayed modules by Position and module type, select from the Select Position and/or Select Type drop down menu. You can refine your filter by typing in the keyword that you wish to filter in the field box.

Install a Module

Access: Select **Installers > Modules**.

The **Install new Modules** screen will be displayed.

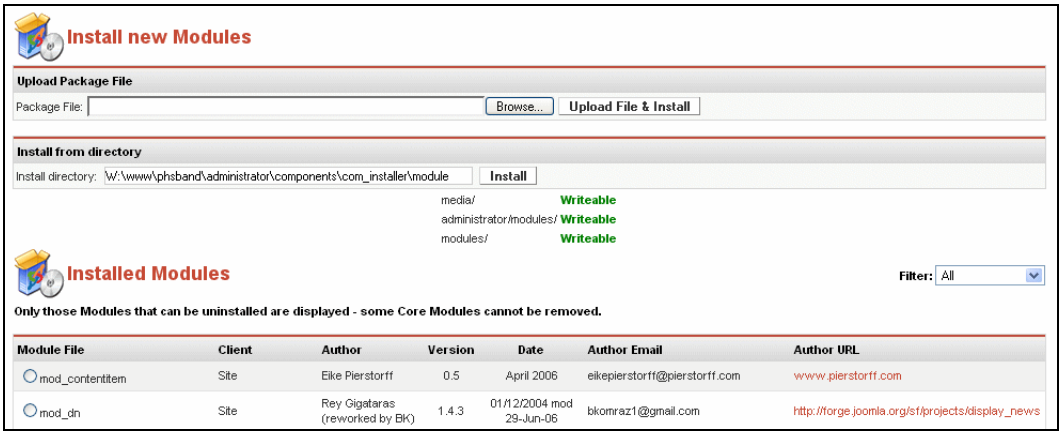


Figure 115: Install New Modules screen

This screen is split into top and bottom. The top is used for installing Modules and the bottom, which lists the Modules that can be uninstalled.

Toolbar Buttons: **Uninstall**

There are two methods for installing a Module:

Upload Package File

The first and more common method of installing is to upload a zipped package file that will be automatically installed to your server. Click **Browse** to go to the location of the Module zip file on your local computer. Select the file and click **Open**. This adds the name and location of the file to the uploader. Then click the **Upload File & Install** button.

Install from Directory

The second method is to unpack the archive locally and upload the files to your host's server. Type the location of these files (it must be the absolute location) then click the **Install** button.

Uninstall a Module

Select the radio button next to the Module you want to uninstall and then click the **Delete** button.

A JavaScript alert will show: Are you sure, you want to delete selected items?

Click **OK**.

The page will reload displaying the word **Success**.

Site Module Screen

This option covers both amending existing modules and creating your own module.

Access: Click on the Module Name

Access: Check the box to the left of the Module Name and click the **Edit** button.

All Modules have the following Details and Page/Items options:

Field Name	*Details/Options*
Title:	This is the title of the Module as you wish it to appear in its header.
Show title:	Select whether you wish the Module title to appear or not.
Position:	Select the Module position in which you wish it to appear.
Module Order:	Select the order you wish the Module to appear.
Access Level:	Select the Access Level: Public, Registered, or Special, which is able to view the Module.
Published:	**Yes** or **No**
ID:	The ID for this Module.
Description:	A description of the functionality of the Module.
Menu Item Link(s):	Select the Page(s) or Items that the Module should be displayed.
If you are creating a new module, additional fields are listed as follows:	
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Module Cache:	Select whether to cache the contents of the module.
RSS URL:	Enter the URL of the RSS feed.
Feed Title:	Display News Feed title.
Feed Description:	Show the description of the News Feed.
Feed Image:	Show the image for the News Feed.
Items:	Enter the number of RSS items to be displayed.
Item Description:	Show the description or Intro Text for the item.
Word Count:	Allows you to limit the number of description or Intro Text words displayed. 0 will show all the text.
RSS Cache time:	Set the time, in seconds, for this RSS feed.
Custom Output:	This can include plain text and images, HTML and JavaScript.

Administrator Modules

Access: Select **Modules > Administrator Modules**

The **Module Manager [Administrator]** screen will be displayed.

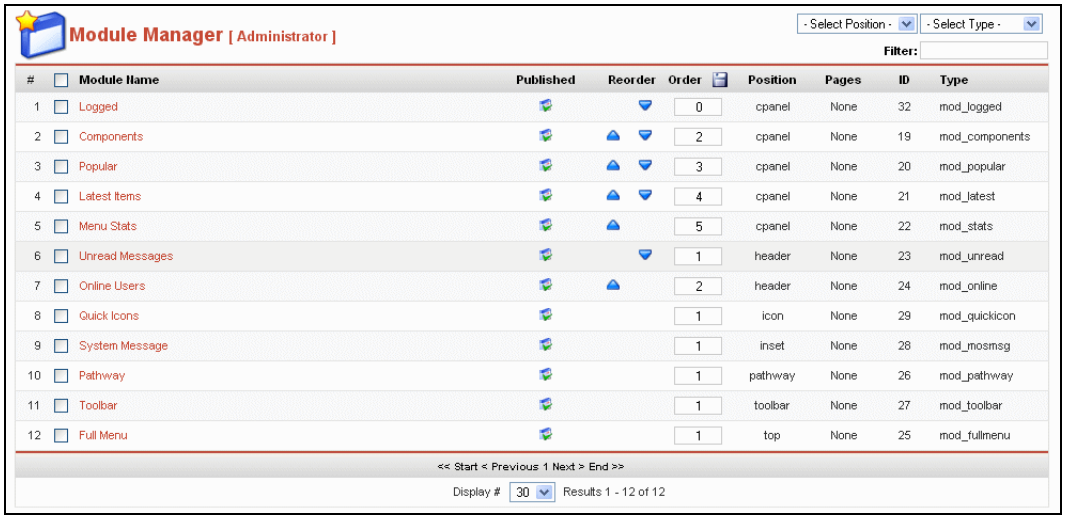

Module Manager [Administrator]
- Select Position -
- Select Type -
Filter:
Module Name Published Reorder Order Position Pages ID Type
1 Logged 0 cpanel None 32 mod_logged
2 Components 2 cpanel None 19 mod_components
3 Popular 3 cpanel None 20 mod_popular
4 Latest Items 4 cpanel None 21 mod_latest
5 Menu Stats 5 cpanel None 22 mod_stats
6 Unread Messages 1 header None 23 mod_unread
7 Online Users 2 header None 24 mod_online
8 Quick Icons 1 icon None 29 mod_quickicon
9 System Message 1 inset None 28 mod_mosmsg
10 Pathway 1 pathway None 26 mod_pathway
11 Toolbar 1 toolbar None 27 mod_toolbar
12 Full Menu 1 top None 25 mod_fullmenu
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 12 of 12

Figure 116: Module Manager screen

Toolbar Buttons: **Publish**, **Unpublish**, **Copy**, **Delete**, **Edit**, and **New** are available.

The following information is displayed:

Column Name	*Details/Options*
Module Name:	This is the title of the module. It is editable and will be displayed on the Front-end of your Web site if you choose so.
Published:	This tells you if the module contents will show on the Front-end of your web site.
Reorder:	This column allows you to change the relevant order that the modules display on the Front-end of your web page(s). Click the **Up** or **Down** arrows to increase or decrease the module order by one position.
Order:	This shows the order of the modules as displayed in the Front-end of your site. To modify this order, type in the number that you would like to have them presented. Then, click the **Save Order** button next to the Column Heading Order.
Position:	This shows which template positions the module will be displayed, e.g. *cPanel*.
Pages:	This will always be None.
ID:	This is the ID number for the module item. This is allocated by the Joomla! site system when the module instance is saved.
Type:	This is the type of module. An example is ***mod_logged***, which is the **type** of module used for the User Menu and the Main Menu module instances.

At the bottom of the list, you may see a pagination feature, which will allow you to navigate to the next set of modules in the list. You can also set the number of modules displayed on a page by selecting the number in the drop down box at the bottom of the screen.

Filtering functions are available at the top-right of the list. To filter the displayed modules by Position and module type, select from the **Select Position** and/or **Select Type** drop down menu. You can refine your filter by typing in the keyword that you wish to filter in the field box.

Further Information: Refer to the Site Modules for instructions concerning New Modules.

Manage Specific Modules – Purposes and Parameters

The section below defines the purpose of each Module and details the additional Module specific parameters available to each.

Banners

Type: mod_banners

The banner Module allows you to show the active banners out of the Component within your site.

Parameters

Banner client:	Insert the reference to the client id. A comma should separate multiple client ids.
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***_online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

ⓘ Further Information: Chapter 7: Managing Components – Banners

Main Menu

Type: mod_mainmenu

This Module displays a menu.

Parameters

Menu Class Suffix:	An extension to the table.moduletable css class, which allows individual customisation of the Module.
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***_online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Menu Name:	The name of the menu used, by default, this is mainmenu.
Menu Style:	Select from *Vertical*, *Horizontal* or *Flat List*.
Enable Cache:	Select whether to cache the content of this Module.
Show Menu Buttons:	Show the menu buttons you have selected for your menu items.
Menu Button Alignment:	Select **Left** or **Right**.
Expand Menu:	Make the sub-menu items appear at all times.
Activate parent:	Set's the activation ID also for all parent menus in the tree
Indent Image:	Choose which indent image to utilise.
Indent Image 1:	Indent image for the first sub-level
Indent Image 2:	Indent image for the second sub-level
Indent Image 3:	Indent image for the third sub-level
Indent Image 4:	Indent image for the fourth sub-level
Indent Image 5:	Indent image for the fifth sub-level

Indent Image 6:	Indent image for the sixth sub-level
Spacer:	A spacer for horizontal menus.
End Spacer:	An end spacer for horizontal menus.

Who's Online

Type: mod_whosonline

The Who's Online Module displays the number of anonymous (that is, Guest) users and Registered users, (those that are logged in) that are currently accessing the web site.

Parameters

Display:	Select what will be shown, # of Guests/Members, Member Names or Both.
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

User Menu

Type: mod_mainmenu

Displays the usermenu.

Parameters

See: Main Menu

Other Menu

Type: mod_mainmenu

Displays the othermenu.

Parameters

See: Main Menu

Login Form

Type: mod_login

This Module displays a Username and Password login form. It also displays a link to retrieve a forgotten password. If user registration is enabled, See Global Configuration, then another link will be shown to invite users to self-register.

Parameters

Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***_online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Pre-text:	Optionally, type in this text box to display text or HTML that will appear above the login form.
Post-text:	Optionally, type in this text box to display text or HTML that will appear below the login form.

Login Redirection URL:	The re-direct, from the login, can be assigned to a specific URL. If left blank, it will display the home page of your web site.
Logout Redirection URL:	The re-direct, from the logout, can be assigned to a specific URL. If left blank, it will display the home page of your Web site.
Login Message:	Select **Show** or **Hide** the JavaScript pop-up alert that indicates whether the user's login was successful or failed.
Logout Message:	Select **Show** or **Hide** the JavaScript pop-up alert that indicates that the user logged out successfully.
Greeting:	Select **Show** or **Hide** to display, or not display, the simple greeting text.
Name/Username:	Choose from the drop-down menu whether to display the user's name or username in the login Module after a successful login.

Syndicate

Type: mod_rssfeed

The Syndicate Module will allow you to display a RSS link from a number of RSS formats.

Clicking on the RSS button, displayed on your web site, will display a new page that will list all the latest news in XML format.

In order to use the Newsfeed in another Joomla! site, using the News Feeds Component or a Custom Module, or a Newsfeed reader, you need to cut and paste the URL.

Parameters

Text:	Enter the text to be displayed on top of the RSS links.
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Enable Cache:	Select to cache or not the content of this Module.
RSS 0.91 to OPML:	**Show** or **Hide** radio buttons allow the selection of the type of RSS Feeds to use.
RSS 0.91 Image to OPML Image:	Lets you choose an image to be used to with the specific type of Feed.

Statistics

Type: mod_stats

The Statistics Module shows information about your server installation and statistics on the web site users, number of contents in your database, and number of web links you provide.

Parameters

Server Info:	Displays Server Information.
Site Info:	Displays site information.
Hit Counter:	Displays the number of hits on your site.
Increase Counter:	Amount to increase the number of hits in the counter.
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***-online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain

Modules independent of the site's default Template CSS classes.

Template Chooser

Type: mod_templatechooser

The Template Chooser Module allows the user (visitor) to change the template on the fly from the front-end via a drop down selection list.

Parameters

Max. Name Length:	This is the maximum length of the template name to be displayed, default is 20.
Show Preview:	Select **Show** or **Hide** to display the Template preview (the template_thumbnail.png file in the specific template folder) or not.
Width:	The width of the preview image (default is 140 pixels).
Height:	The height of the template image (default is 90 pixels).
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***_online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Archive Sections

Type: mod_archive

This Module shows a list of the calendar months, which contain Archived items. After you have changed the status of a Content Item to 'Archived', this list will be automatically generated.

Parameters

Count:	The number of items to display (the default is 10).
Enable Cache:	Select to cache or not the content of this Module.
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***_online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Wrapper

Type: mod_wrapper

The Wrapper Module wraps an external Web page into your site. The external Web page is inserted as a Frame into your template. This is not only useful to display other people's sites but also to include in your site pure DHTML pages you would have created with a specialised web editor. It also allows you to integrate independent applications and scripts (galleries, directories) into your Joomla! site content.

Parameters

Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***_online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
URL:	Enter the URL for the site/file you wish to display within the IFrame.
Scroll Bars:	Choose whether horizontal and vertical scroll bars are added to your page. **No** means scroll bars are never shown even when content extends beyond the inline

	frame, **Yes** means scroll bars are always used even when content does not extend beyond the inline frame, and **Auto** means scrolls bars are shown only when necessary.
Width:	Type in a value for the width of the IFrame window, either in pixels or in percentage. Percentage is relative to the HTML element where the <?php include_once("mainbody.php"); ?> tag is placed in the template.
Height:	Type in a value for the height of the IFrame window, either in pixels or in percentage (see above).
Auto Height:	Choose **Yes,** if you desire the height of the Wrapper page to be set to the size of the external Web page. Choose **No** if you do not.
Auto Add:	Choose **Yes,** if you wish **http://** to be added automatically to the URL that you type in the Wrapper Link field in the Details Tab. If you already have typed in the **http://,** in the link field, then Joomla! will recognise this and not put a second **http://** in the link field. If set to **No**, then you must type **http://** or **https://** at the beginning of the URL in the URL field, or else the link in the URL field will be treated as a link relative to the URL of your site.

Polls

Type: mod_poll

This Module compliments the Polls Component. It is used to display the configured poll. The Module differs from other Modules in as much as the Component supports linking between Menu Items and Polls. This means that the Module shows only those Polls, which are configured for a certain Menu Item.

Parameters

Enable Cache:	Select to cache or not the content of this Module.
Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, ***-online*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Random Image

Type: mod_random_image

This Module display a random image from your chosen directory

Parameters

Image Type:	Enter the image type of the files to be randomly displayed, e.g. .jpg, .png, .gif, etc. The default image type is .jpg.
Image Folder:	Enter the path of the folder/directory containing the images to be randomly displayed. For example, if the files are located in **http://www.joomla.org/images/random** then enter "**images/random**" in the text box).
Link:	Enter the URL that a user will be redirected to if the image is clicked (e.g. http://www.joomla.org).
Width:	Enter the width in pixels you want the images displayed. This will force all images to be displayed using this fixed width.
Height:	Enter the height in pixels you want the images displayed. This will force all images to be displayed using this fixed height.

Module Class Suffix:	Enter the suffix for the CSS class of this Module, e.g. ***moduletable_online***. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Caution: Changing the height and/or width settings may cause unwanted results if there is a sizeable difference between the width or height of the original image and the fixed width you input.

Newsflash

Type: mod_newsflash

The Newsflash Module randomly selects one of the published items from a Category upon each page refresh. It may also display multiple items in horizontal or vertical configurations.

Parameters

Category:	Select a content Category from this drop-down list (listed as *Section/Category*). The Content Items in the selected Category will be formatted based on the layout selected in the *Style* parameter on this page.
Style:	Select a style from this drop-down list to determine how the Module will display its contents. The **vertical** and **horizontal** options are self-explanatory. The **Randomly choose one at a time** option, randomly displays a single Category item with each page reload.
Show images:	Select the **Yes** radio button to determine whether the Module should display images contained in Content Items. Select the **No** radio button to hide all images.
Linked Titles:	Select an option from this drop-down list to make the Content Item titles linkable (or not). The **Yes** option turns linked titles on. The **No** option turns linked titles off. The **Use Global** options defaults to the setting for this parameter in the Global Configuration area of the web site.
Read More:	Select the **Show** radio button to display a Read More link at the end of each Content Item. Select the **No** radio to hide this link.
Item Title:	Select **Yes** from this drop-down list to display the title and the text of Content Items. Select **No** to hide all titles. See also: Linked Titles on this page
# of Items:	Enter a number to determine how many Content Items will be displayed with each page refresh. This is only applicable for the *horizontal* and *vertical* options listed in the *Style* section on this page.
Enable Cache:	Click the **Yes** radio button to turn caching on for this Module. Click the **No** radio button to turn caching off.
Module Class Suffix:	Enter the suffix for the CSS class of this Module. (e.g. ***moduletable_poll***). In this example, the ***-poll*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Note: It is important to allow sufficient space to display the generated content. This is especially important when using the '*vertical'* and '*horizontal'* options.

Note: The **Item Title** option on this page must also be set to **Yes** before the titles may actually be displayed.

Related Items

Type: mod_related_items

This Module displays the title of other Content Items, as a hyperlink, that are related to the Item currently displayed. Related items are based on the keywords used in the Meta Info Keywords field.

Parameters

Enable Cache:	Select whether to cache the content of this Module.
Module Class Suffix:	Enter the suffix for the CSS class of this Module. (e.g. ***moduletable-poll***). In this example, the ***-poll*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Menu Item Link(s):	Select the Page(s) or Items that the Module should be displayed.

Latest News

Type: mod_latestnews

The Latest News Module shows a defined number of the most recently published Items, which are still current, as hyperlinks. The default selection is all Sections and Categories. Alternatively, you can define a selection of Sections and or Categories.

Parameters

Module Class Suffix:	Enter the suffix for the CSS class of this Module. (e.g. ***moduletable-poll***). In this example, the ***-poll*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Enable Cache:	Select whether to cache the content of this Module.
Module Mode:	This allows you to choose which type of content to display in the Module. Select from Content Items only, Static Content only or both.
Frontpage Items:	Select the Show or Hide items that are currently displayed on the Front Page. The Module Mode must be set to "Content Items only" for this option to apply.
Count:	The number of items to display. The default is set to five.
Category ID:	Select items from a specific Category or Categories. Separate multiple Categories with a comma.
Section ID:	Select items from a specific Section or Sections. Separate multiple Sections with a comma.
Menu Item Link(s):	Select the Page(s) or Items that the Module should be displayed.

Note: By copying the Module (see Introduction), define different Section and Category criteria and applying different moduletable th (table header) and td styles you can create a distinctive style of specific Latest News Modules.

Search

Type: mod_search

This Module will display a search box

Parameters

Module Class Suffix:	Enter the suffix for the CSS class of this Module. (e.g. ***moduletable-poll***). In this example, the ***-poll*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Enable Cache:	Select **Yes** or **No**.
Set Itemid:	Allow setting of the Itemid for the referencing search link
Box Width:	Size of the search text box.
Text:	The text that appears in the search text box.
Search Button:	No or Yes
Button Position:	Position of the button relative to the search box. Right, Left, Top, or Bottom.
Button Text	: The text on the search button.

Popular

Type: mod_mostread

This Module shows a list of the currently published Items that have been seen the most: determined by the number of times the page has been viewed.

Parameters

Module Class Suffix:	Enter the suffix for the CSS class of this Module. (e.g. .moduletable_poll). In this example, the ***-poll*** is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.
Enable Cache:	Select to cache or not the content of this Module.
Module Mode:	Allows a choice between display of Content Items, Static Content Items or both.
Frontpage Items:	Show/Hide items designated for the Frontpage Component (this works only for Content Items).
Count:	The number of items to display (the default is 5)
Category ID:	Select to display items from a specific Category or set of Categories (to specify more than one Category, separate with commas). Categories IDs may be found in the list accessed through Content >Category Manager.
Section ID:	Select to display items from a specific Section or set of Sections (to specify more than one Section, separate with commas). Sections IDs may be found in the list accessed through **Content >Section Manager**.

Top Menu

Type: mod_mainmenu ***See mainmenu.***

Parameters

Manage Mambots

Mambots are functional units of code that support the operation of Joomla! They have many different purposes and functions and are grouped together for easier management.

For example, there are Mambots that only operate on Content Items, others provide search capabilities, etc. In some groups, any number of Mambots can be published at once, while in others (for example, the WYSIWYG editors) only one can be active.

In some groups ordering is important, for example, in the content group, the Image Replacement Mambot {*mosimage}* must be first (top of the listing), and the Pagination Mambot *{mospagebreak}* must be last.

- In this Section we will be covering:
- Install a Mambot
- Uninstall a Mambot
- Outline definitions of each type of Mambot

Install a Mambot

Access: Select **Installers > Mambots**.

The **Install new Mambots** screen will be displayed.

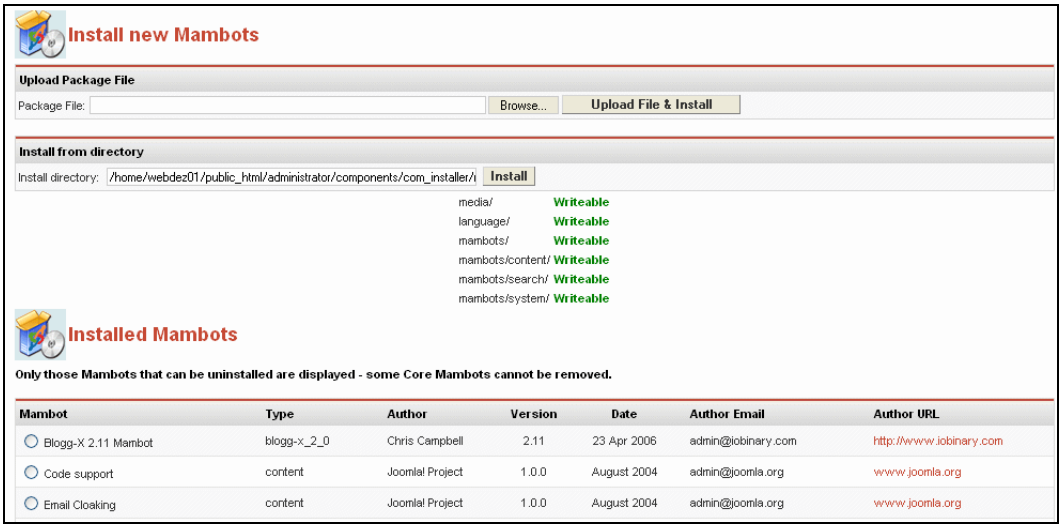


Figure 117: Install New Mambots screen

This screen is split into top and bottom. The top is used for installing Mambots and the bottom, which lists the Mambots that can be uninstalled.

There are two methods for installing a Mambot:

Upload Package File

The more common method of installing is to upload a zipped package file that will be automatically installed to your server. Browse to the location of the Mambot zip file on your computer. Then click the **Upload File & Install** button.

Install from directory

The second method is to upload an unpacked archive to your host's server. Type the location of this file (it must be the absolute location) and then click the **Install** button.

Uninstall a Mambot

Check the box next to the Mambot you want to uninstall and then click the **Delete** button.

A JavaScript alert will show: **Are you sure, you want to delete selected items?**

Click **OK**.

The page will reload displaying the word **Success**.

Content Mambots

Any number of Mambots can be published in this group. These Mambots operate on Content Items before they are displayed. They typically replace some sort of shorthand ***{tag}*** with other information.

MOS Image

This is an image placement Mambot. {mosimage} tags are replaced with images that you have selected when creating and/or editing a Content Item. Tags are replaced on a queuing basis. If there are more tags than images defined, the excess tags are ignored. Likewise, if there are more images listed than there are tags, then the excess images are ignored.

This Mambot is for those who like to work without a WYSIWYG Editor as it a convenient way to insert images into the Content Item. Others, who use a WYSIWYG Editor, still prefer using this Mambot to insert images instead of the insert Image button in the WYSIWYG Editor. This is a personal preference.

Legacy Mambot Includer

This Mambot allows for the handling of Mambots designed for version 4.5 of Mambo. If you do not have any pre-version 4.5.1 Mambots installed, this Mambot can be safely unpublished.

Code Support

The code support Mambot renders any text within a pair of `{moscode}...code... {/moscode}` tags as PHP code.

SEF

The Search Engine Friendly Mambot makes links in content compatible with installed SEF support. It operates directly on the HTML within the item and does not require a special tag.

MOS Rating

This Mambot provides for the voting/rating of Content Items.

E-mail Cloaking

This Mambot rewrites all e-mail addresses within a Content Item to 'cloak' them from unwelcome spambots.

GeSHi

This displays formatted code in Content Items based on the GeSHi highlighting engine.

This is to be considered as an enhanced version of `moscode`, allowing the rendering of many different programming languages with colour-highlighted code by specifying the to-be-used language.

Usage: Use the "pre" tag and add the programming language you want to use for highlighting purposes as a parameter.

Example:

```
< pre lang="xml" >your code here ... < /pre >
```

The Mambot version of the GeSHi highlight code comes with the following highlighters for the most common renders installed, ready to be used:

`CSS => use lang="css"`

`HTML4 Strict => use lang="HTML4strict"`

`JavaScript => use lang="javascript"`

`PHP => use lang="php"`

`PHP Brief => use lang="php-brief"`

`SQL => use lang="sql"`

`XML => use lang="xml"`

Should you need additional languages, you may download the full package from the developer site: http://qbnz.com/highlighter/, which includes over 30 languages. You should then upload the required ***newLanguage.php*** from the package into your ***\Mambots\content\geshi\geshi*** folder.

Load Module Positions

This Mambot, using the tag `{loadmoduleposition modulepositionname}`, allows a Module's content to be displayed in a Content Item.

MOS Pagination

This Mambot breaks Content Items into pages and assembles an Article Index.

Note: By default the Index is labelled, Item title, Page 2, Page 3 etc. To add a title to Page 2, 3 use the following tag parameter {mospagebreak title=pagedescription}, pagedescription will replace the Page 2 convention.

Search Mambots

Search Mambots add the ability to search all of the different Components of Joomla! Basic searching is provided for:

- Content Items
- Web Links
- Contacts
- Content Categories
- Content Sections

Any number of search Mambots can be published at any one time.

Editor Mambots

Editor Mambots provide support for installable WYSIWYG editors.

Only one editor Mambot can be published at a time. This setting should be changed in the **Site > Global Configuration** page, rather than on the Mambot Manager page. You can also select to deactivate any WYSIWYG editors, which leaves you with a standard HTML text area.

Editor Extension Mambots

Editor Extension Mambots allow additional controls to be included for editing content. For example, buttons are placed within or under the editor to insert `{mosimage}` and `{mospagebreak}` tags into your content

Chapter 8: Accessing Functions from the Back-end – Super Administrator

Introduction

The Super Administrator has all the Front-end access privileges of a Publisher. In addition, they have the following Back-end privileges in addition to those of the Manager and Administrator, which are covered in detail in this chapter:

- Global Configuration
- Language Manager
- Managing Templates
- System Info
- Global Checkin

When a Super Administrator logs in to the Control Panel, they will see the following screen.

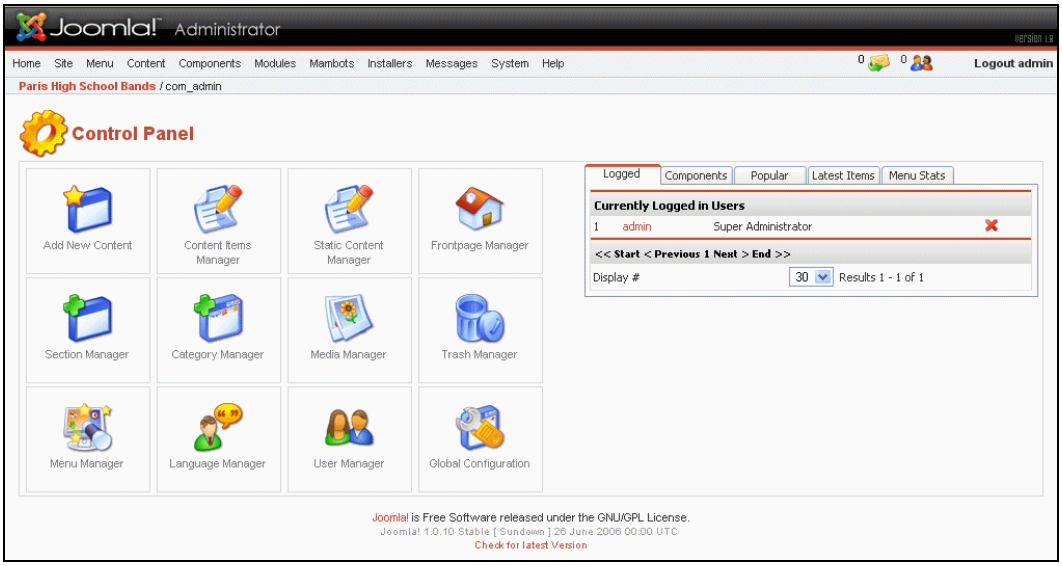


Figure 118: Control Panel - Super Administrator screen

All menu and sub-menu options are available to the Super Administrator.

ⓘ Further Information: Appendix B: Back-end Menu Options

Global Configuration

Global Configuration controls Joomla!'s operational settings. Changes made on this screen will update the ***configuration.php*** file. This file needs to be *writeable* in order for you to be able to edit your configuration.

Access: Select **Site > Global Configuration**.

The **Global Configuration** screen will be displayed.

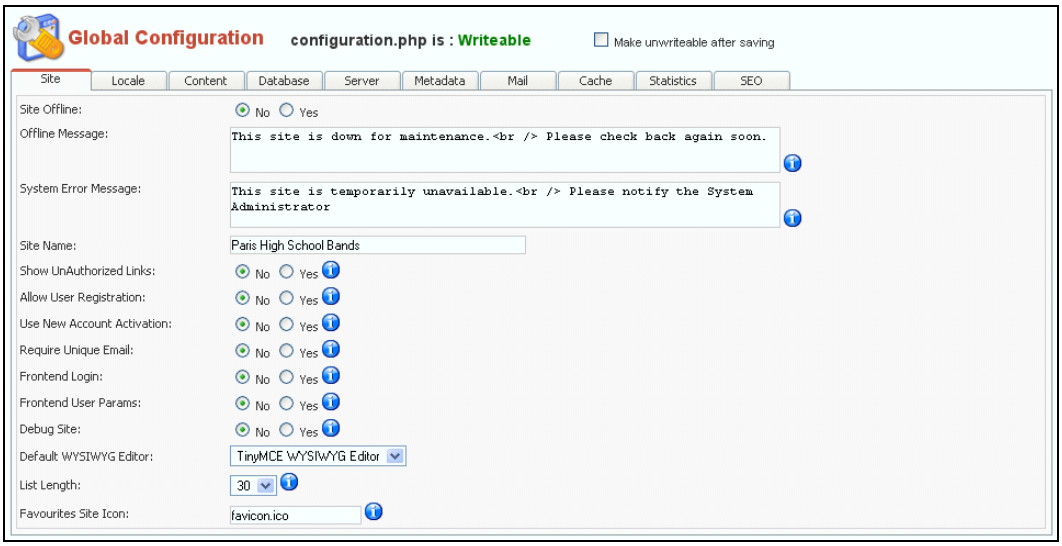


Figure 119: Global Configuration screen – Site Tab

To the right of the write status of ***configuration.php*** is a check box labelled **Make unwriteable after saving**. Checking this box will change the file permissions of ***configuration.php*** to unwriteable once you have applied your changes. When your site is configured, it is a good idea to make ***configuration.php*** *unwriteable* for security reasons.

Site Tab:

Field Name	***Details/Options***
Site Offline:	With this option, you can switch on and off your web sites Front-end. Use it if you are updating Modules or data, and do not wish to have your visitors view the site until you are finished. Remember to reset the Site offline option to No once you are done.
Offline Message:	When the Site Offline switch is in the **Yes** position, this default message will display on the Front-end for your visitors to see. *This site is down for maintenance. Please check back again soon.* You can change this text to whatever message you would like.
System Error Message:	This message will display if the initial database connection fails. You can type anything you like in this box. We suggest something friendly and apologetic, stating that your site will be available again as soon as possible. You can use standard HTML code in this box, for instance, ` ` to return a line. You might also consider adding an e-mail address, so that your visitors can contact your System Administrator or the Webmaster.
Site Name:	This option allows you to set the content of the title bar for your site. It can also be displayed in your template by inserting the following code statement into your template file ***[joomla_root/templates/template name/index.php]*** where you wish your Site Name to appear: `<?php echo $_CONFIG->SITENAME; ?>`

Show Unauthorised Links:	With this option turned on, all visitors will see content to which they would not otherwise have access, i.e. content given an Access Level of Registered or Special. With this option off, they will only see content with an Access Level of Public. The access level for Content is set under the Publishing Tab in the Edit Content screen.
Allow User Registration:	This option allows you to globally set whether visitors to your site can register for a user account. If the Yes radio button is chosen, the Login Form will include the prompt *No account yet?* Create one. If the **No** radio button is set, no option to register is presented.
Use New Account Activation:	If the **Yes** radio button is set, an activation link will be sent to the registering person's e-mail address. Users cannot login until they have clicked on the activation link. If the No radio button is chosen, Users will be able to login right away without activation.
E-mail New User Password:	With this option set to Yes, the new user will receive an e-mail with a password generated by Joomla! If it is set to No, new Users will select their own password.
Require Unique E-mail:	Select whether you want to prevent registration with duplicate e-mail addresses. In combination with user activation, this option prevents users to sign up several times using the same e-mail address.
Debug Site:	This option allows you to view the error messages that are created by your site's PHP installation. It can be a handy tool for debugging if you are having problems and for reporting errors to your System Administrator or Web host. The levels of error reporting are set under the Global Configuration Server Tab, and are as follows:
WYSIWYG Editor:	Choose which of the installed Text Editors you want to use to edit Content Items.
List Length:	Choose a default length for lists in the Administrator (Back-end). NOTE that if you have previously visited a page with a list, changing this setting in Global Configuration will not be immediately visible. However, the setting you specify will be honoured as a default upon your next login.
Favourites Site Icon:	This sets the icon that appears in some browsers next to the name and/or address of your site. By default, this is the Joomla! logo. If you want another icon to show up, you must upload another icon to replace the Joomla! logo, then type in the address of the image in this field.

Locale Tab:

Figure 120: Global Configuration screen - Locale Tab

Field Name	***Details/Options***
Language:	Choose the default language used on your site. If it is a language other than English, you must install the language files first using the Installer menu in the Back-end.
Time Offset:	This option sets the time offset in hours between your server location and GMT (*Greenwich Mean Time UK*). Select the offset time from the dropdown menu.

Country Locale: Type the location of your web site, i.e. ***en_GB*** would be the setting for the UK, ***en_US*** for the USA.

Content Tab:

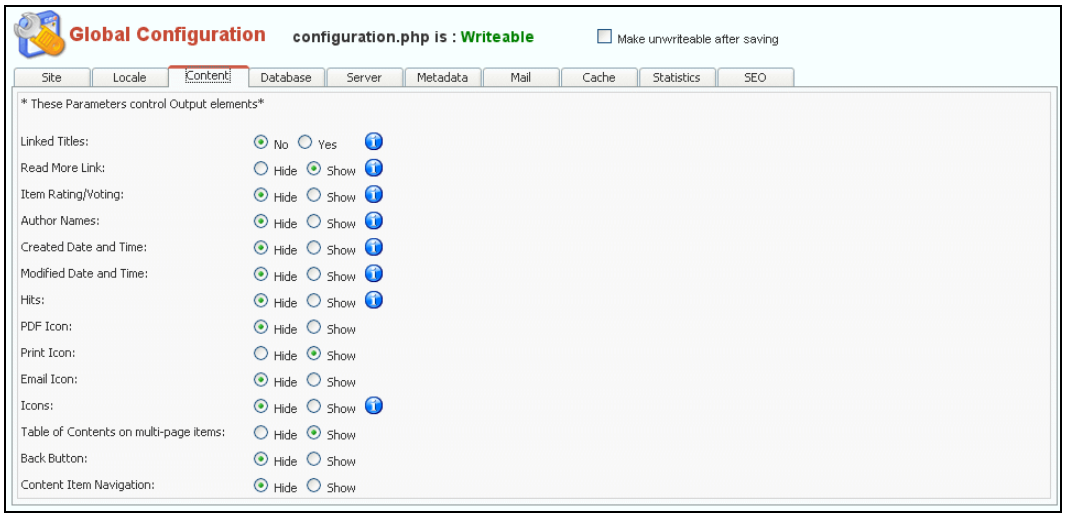


Figure 121: Global Configuration screen - Content Tab

Field Name	***Details/Options***
Linked Titles:	Select **Yes**, if you want the title of a Content Item to be hyper-linked. Select **No**, and a **Read On...** link will appear below the introduction text.
Read More Link:	Select **Show** to display the text **Read more...** at the end of your **Intro Text** of the Content Items.
Item Rating/Voting:	This option allows the rating of Content Items. Choose **Yes**, and a *Star Bar* will be shown on each Content Item, as well as a form for submitting a rating.

Note: The rating form is not shown for articles in *Blog* lists, and the *Star Bar* is only shown for those items with Intro Text.

Field Name	***Details/Options***
Author Names:	Choose the radio button **Show**, to allow the Author's name to be shown when a Content Item is displayed.
Created Date and Time:	Choose the radio button **Show**, to allow the creation date and time to be shown when a Content Item is displayed.
Modified Date and Time:	Choose the radio button **Show**, to allow the last modified date and time to be shown when a Content Item is displayed.
Hits:	Choose the radio button **Show**, to display the number of hits an article/content has had.
PDF Button:	Choose the radio button **Show**, to show the PDF maker button on Content Items while viewing in the Front-end.

Note: This will not display at all if your media directory is not *writeable*.

Field Name	*Details/Options*
Print Button:	Choose the radio button **Show**, to show the Printer Friendly Version button on Content Items while viewing in the Front-end.
E-mail Button:	Choose the radio button **Show**, to show the **E-mail Page to Friend** button on Content Items while viewing in the Front-end.
Buttons	Choose the radio button **Show**, when you want the hidden links to E-mail/Print/PDF to be buttons rather than text.
Table of Contents on multi-page items:	Choose the radio button **Show**, to show the Table of Content navigation index boxes for multi-page Content Items. To create page breaks in your Content Item, you must insert a page break tag, `{mospagebreak}`, using the editor wherever you want the page break to occur.
Back Button:	Choose the radio button **Show**, to allow you to show navigational **back** buttons on each page to make it easier for users to navigate your site.
Content Item Navigation:	Choose the radio button **Show**, to publish **Next** and **Previous** links when viewing Content Items in a Category or to change pages within the same article.

Database Tab:

Figure 122: Global Configuration screen - Database Tab

WARNING!: These are very important settings. If Joomla! has been installed on your behalf, do not alter these settings without full knowledge of the consequences.

Field Name	*Details/Options*
Hostname:	***localhost*** as this is the default Host name on a fresh install of MySQL.
MySQL Username:	The ***username*** to access your Joomla! database.
MySQL Database:	The ***name*** of the database your Joomla! installation uses.
MySQL Database:	The ***prefix*** used for Tables in your Joomla! database. This is ***jos_*** by default.

WARNING!: Do not change unless you have a database built using Tables with the prefix you are setting!

Server Tab:

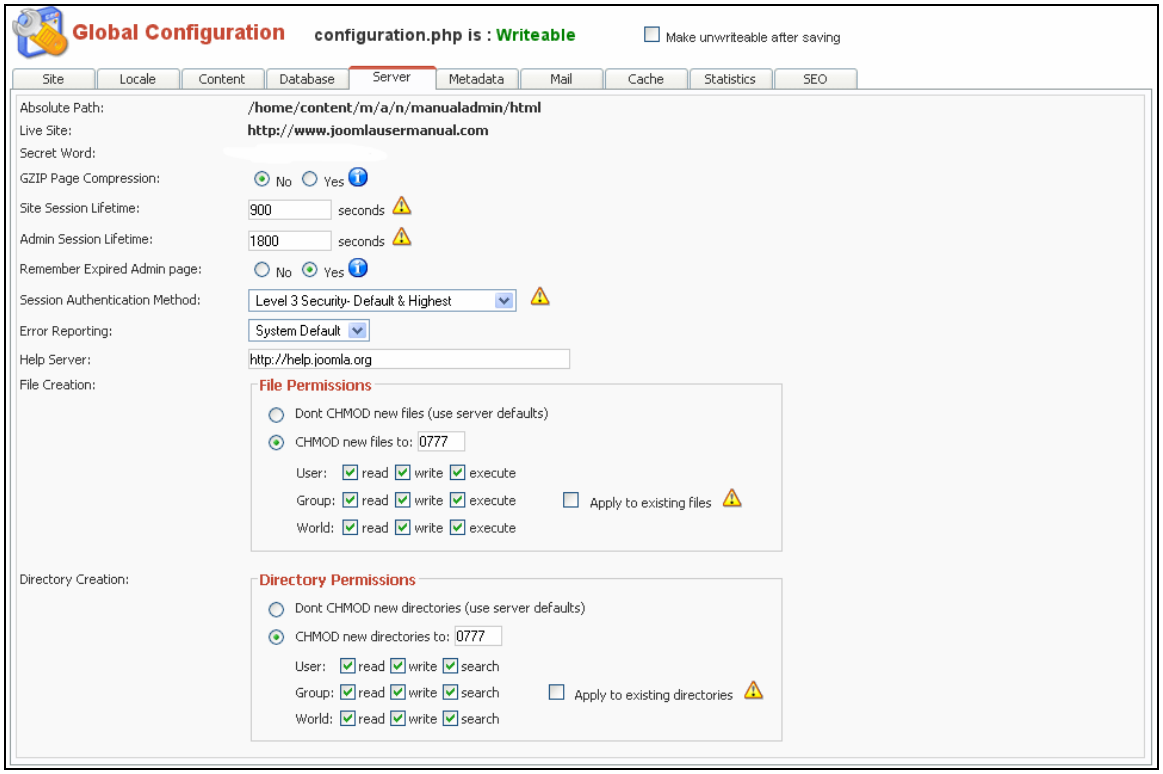


Figure 123: Global Configuration screen - Server Tab

Field Name ***Details/Options***

These items are predefined during the installation and are not configurable through this Tab.

Absolute Path: This is the directory information used by Joomla! on the server, that orientates it to its surrounding system.

Live Site: This is the absolute URL (web address) for your installation of Joomla!

Secret Word: This is the unique word for every Joomla! installation. It is used for security functions.

GZIP Page Compression: Choose the radio button **Yes**, to allow your web server to send compressed data, if supported by the server, to the client web browser. This could significantly decrease the load time of your site for your visitors.

Site Session Lifetime: Auto logout for Front-end users in seconds.

Admin Session Lifetime: Type the number of seconds the Administration session should be allowed to stay live before automatic logout occurs. After automatic logout, the Administrator will be required to login again using the correct username and password.

Note: If you are editing a Content Item, but have not saved your work, within the number of seconds chosen, you will be logged out automatically.

Remember Expired Admin page: If your session expires and you log back in within 10 minutes, you will be re-directed to the screen you were trying to reach.

Session Authentication Level 3 Security – Default & Highest

Method:	Level 2 Security – Allow for proxy IPs Level 1 Security – Backward Compatibility Do NOT change unless you know what you are doing! If you have a number of Users using AOL or behind Proxy Banks, you might consider using the Level 2 setting
Error Reporting:	If this option is enabled under the Site Tab, then using the drop down box, select the level or reporting required. Options are:

System Default:	This turns Error reporting to the system default according to ***php.ini*** on the server.
None:	This turns off error reporting.
Simple:	This turns error reporting to simple options using the following options error_reporting `(E_ERROR|E_WARNING!|E_PARSE)`
Maximum:	This turns error reporting to the Maximum level using the following options: `error_reporting (E_ALL)`

Help Server:	The URL to the Help file location.
File Creation:	By default, files created by the installation of Components, Modules and Mambots inherit the server default permissions. By choosing CHMOD new files, you can over-ride the server permissions.
Directory Creation:	As with files, new directories will inherit, by default, the server default permissions. Choose CHMOD new directories to over- ride the server permissions.

Metadata Tab:

Figure 124: Global Configuration screen - Metadata Tab

Field Name	***Details/Options***
Global Site Meta Description:	Type a description of your web site used to assist Search Engines. You may want to limit your description to maybe twenty words or so, depending on the Search Engine you are targeting. Make it concise and pertinent to your site's contents. You can include some of your keywords and key phrases here too. As some search engines read more than 20 words, you can add one or two sentences. Make sure that the most important part of your description is in the first 20 words.
Global Site Meta Keywords:	The optimal number of characters for a keyword description is said to be between 300 and 500. Do not repeat words too often and either separate your keywords with a comma or a space, or group two or three words

together. 'Joomla! Open Source' would be an example of this.

Show Title Meta Tag: Shows the Title Meta tag in the source code when viewing content.

Show Author Meta Tag: Shows the Authors Meta tag in the source code when viewing content.

Note: The Description and Keyword Meta tags will have a bearing on how Search Engines will index your site. Some Search Engines completely ignore Metadata altogether. You should do some research on Search Engine Optimisation if high rankings and Search Engine traffic are important to you.

Mail Tab:

Figure 125: Global Configuration screen - Mail Tab

Field Name ***Details/Options***

Mailer: Choose which mailer you wish to use: PHP mail function, Sendmail, or SMTP Server.

Mail From: Choose which e-mail address will show as the sender.

From Name: Choose what name will show as the sender.

Sendmail Path: This is the directory of the Mail server.

SMTP Auth: Choose **Yes,** if your host requires SMTP Authentication.

SMTP User: If authentication is required and set above, type your username.

SMTP Pass: If SMTP authentication is required and set above, type your password.

SMTP Host: This is usually set as localhost, but you may need to check this with your host.

Cache Tab:

Figure 126: Global Configuration screen - Cache Tab

Field Name ***Details/Options***

Caching: Choose Yes to allow for caching of certain elements within Joomla! This will generally

improve the performance of your site.

Cache Folder:	This is the folder or directory to store the cache files. This must be writeable for caching to be successful. Contact your Web Master if you have any difficulties.
Cache Time:	Edit the maximum length of time, in seconds, for a cache file to be stored before it refreshes.

Statistics Tab:

Figure 127: Global Configuration screen - Statistics Tab

Field Name	***Details/Options***
Statistics:	Choose **Yes**, to allow the browser and visitor domain statistics to be collected based on settings in the Content Tab. If this is set to **No**, the browser and visitor statistics will not be collected. If your site experiences a slight *delay* the first time a user visits the site you should set this to No.
Log Content Hits by Date:	Choose Yes to enable logging of the hits on Content Items, on a daily basis. There are currently no in-built analysis routines, to complement this logging feature.
WARNING!:	This will tend to collect masses of data over time. Be sure that your server space has the space to store this information.
Log Search Strings:	Choose Yes to enable logging of the search text, entered by a user. Such logging facilitates the 'tuning' of your web site, giving you an insight into how your visitors are trying to find the information they seek. Analysis reporting is provided under Site->Statistics->Search Text.

SEO Tab:

Figure 128: Global Configuration screen - SEO Tab

Fieldname	***Description***
Search Engine Friendly URLs:	This changes the way site links are presented and optimises them so that search engines can access more of your site. This option is ONLY available to sites hosted on Apache servers. Choose Yes to enable Joomla! to output friendly URLs rather than normal database generated URLs. If you use this option, you must rename your htaccess.txt file to .htaccess.
Dynamic Page Titles:	Choose Yes to set the page titles (that appear at the top of a viewers browser) to be the same as the page title they are viewing. Again, this

helps search engines.

Note: You must save your changes once you have finished, using the **Save** button in the tool bar.

Language Manager

The Language Manager allows you to maintain the installed language files for Joomla!

Access: Select **Site > Language Manager > Site Languages**.

The **Language Manager [Site]** screen will be displayed.

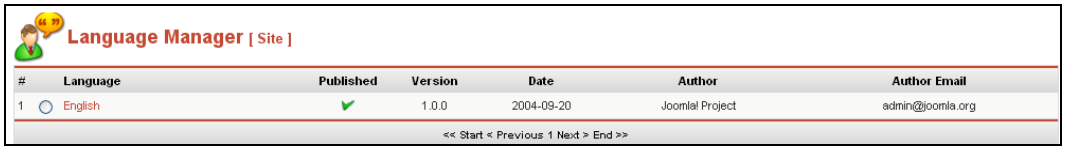


Figure 129: Language Manager screen

Installed Languages: This list shows all of the currently installed Joomla! Languages with a tick next to the currently active one.

The following information is displayed:

Column Name	***Details/Options***
Language:	Shows the name of the languages installed.
Published:	Shows the active language that is published.
Version:	Shows the version of the language file.
Date:	Shows the date of the language file.
Author:	Shows the author of the language file.
Author E-mail:	Shows the author's e-mail address, if available.

Other functions available on this screen include:

Toolbar Buttons: **Publish**, **Delete**, **Edit** and **New**.

Add a New Language

There are two ways to install a Language file using the Joomla! Administrator (Back-end) panel. Both methods assume the file you want to install is already stored on your local drive.

Click the **New** button.

The **Install new Language – Site** screen will be displayed.

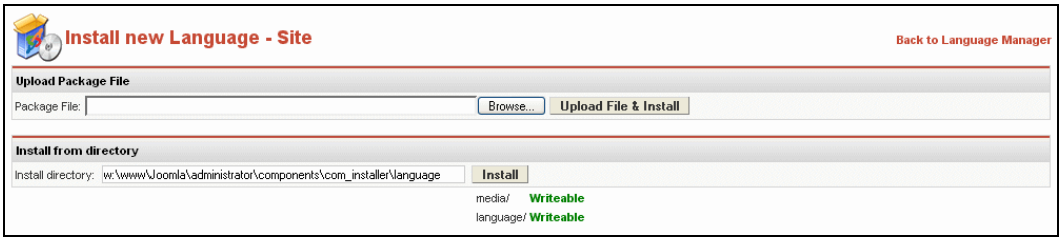


Figure 130: Install New Language screen

Field Name	*Details/Options*
Upload a Language file:	If your server has *GZip* support with PHP, you will be able to upload a zipped package file that will be installed automatically. Browse to the location of the element (zipped package file of the Language file) on your computer. Then click the Upload File & Install button.
Install from a Directory:	If you do not have *GZip* support, you must unpack the zipped file onto your local drive before uploading it. Unzip the archive into a folder on your local drive and upload the unpacked archive files to your host's server. Type the location of this file (it must be the absolute location) then click the Install button.

Uninstall a Language

Access: Select **Site > Language Manager > Site Languages**

If you want to delete any language, go to the menu item**,** select the radio button next to the Language you wish to delete and click the **Delete** button.

Edit a Language File

Access: Select **Site > Language Manager > Site Languages,**

Select the language file to be edited using the radio button on the left hand side of the Language name.

Click the **Edit** button. The **Language Editor** screen will be displayed.

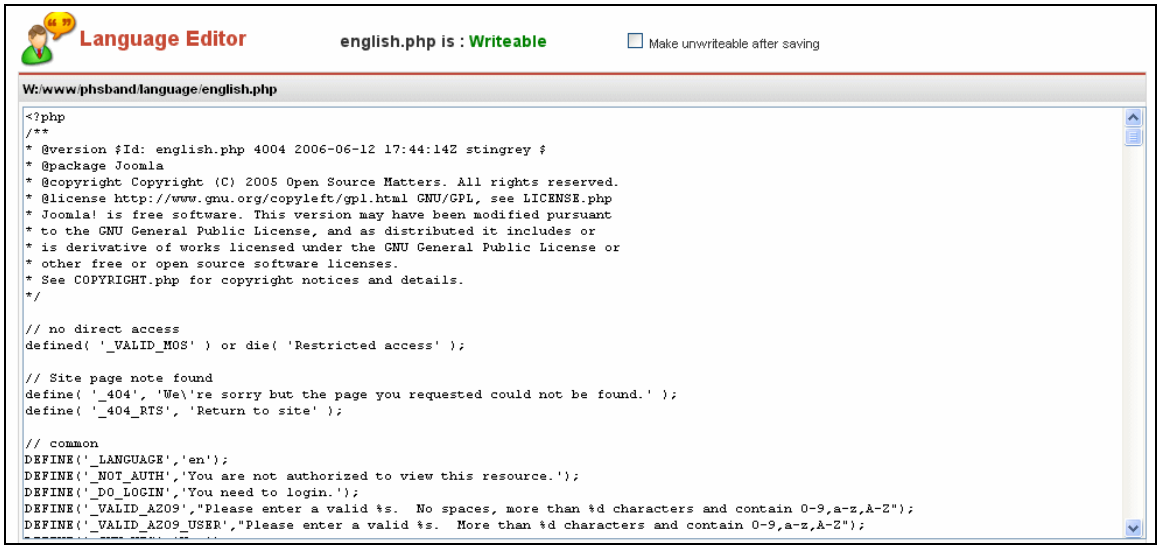

Language Editor
english.php is : Writeable
Make unwriteable after saving
W:/www/phsband/language/english.php
<?php
/**
* @version $Id: english.php 4004 2006-06-12 17:44:14Z stingrey $
* @package Joomla
* @copyright Copyright (C) 2005 Open Source Matters. All rights reserved.
* @license http://www.gnu.org/copyleft/gpl.html GNU/GPL, see LICENSE.php
* Joomla! is free software. This version may have been modified pursuant
* to the GNU General Public License, and as distributed it includes or
* is derivative of works licensed under the GNU General Public License or
* other free or open source software licenses.
* See COPYRIGHT.php for copyright notices and details.
*/
// no direct access
defined('_VALID_MOS') or die('Restricted access');
// Site page note found
define('_404', 'We\'re sorry but the page you requested could not be found.');
define('_404_RTS', 'Return to site');
// common
DEFINE('_LANGUAGE','en');
DEFINE('_NOT_AUTH','You are not authorized to view this resource.');
DEFINE('_DO_LOGIN','You need to login.');
DEFINE('_VALID_AZ09',"Please enter a valid %s. No spaces, more than %d characters and contain 0-9,a-z,A-Z");
DEFINE('_VALID_AZ09_USER',"Please enter a valid %s. More than %d characters and contain 0-9,a-z,A-Z");

Figure 131: Edit Language screen

Toolbar Buttons: **Save** or **Cancel** are available.

Manage Templates

Introduction

There are two types of templates, the **Site Templates** and **Administrator Templates**.

The Site Templates control the appearance of the Front-end of your Joomla! web site, whereas the Administrator Templates control the Back-end Administration area of the Joomla! web site.

Note: All reference to Template Manager [Site] refers equally to Template Manager [Administration] as well

The Template Manager provides a workbench for installing and manipulating templates. The initial view provides you with a list of the installed templates (Site or Administrator).

A green tick will be shown adjacent to the name of the currently published template. Some supplied information about each template is also shown.

Templates can be assigned to different parts of your site, much like Modules can. If you have several templates installed on your Joomla! system, you can take advantage of all of them. You are able to assign a template to a specific page(s).

Template HTML and CSS files can be edited as well.

This section deals with:

- The Template Manager (Site and Administrator)
- Installing a new template (Site and Administrator)
- Deleting a template (Site and Administrator)
- Assigning a template (Site)
- Editing the template HTML (Site and Administrator)
- Editing the template CSS files. (Site and Administrator)
- Module Positions

The Template Manager

Access: Select **Site > Template Manager > Site Templates**.

The **Template Manager [Site]** screen will be displayed.

Template Manager [Site]
Preview Template
Name Default Assigned Author Version Date Author URL
1 js_thinking_jsas Joomlasolutions Team 1.0 27/09/2005 www.Joomlasolutions.com
2 lakeridge Steve White-Websdezined.com 1.0 08/13/06 http://www.websdezined.com
3 madeyourweb Marc Hinse 1.3 15 09 2005 http://www.madeyourweb.com
4 rhuk_solarflare_ii rhuk 2.2 10/20/05 http://www.rockettheme.com
<< Start < Previous 1 Next > End >>

Figure 132: Template Manager screen

The following information is displayed:

Column Name	*Field Name*
Name:	The name of the template as defined in the templateDetails.xml file.
Default:	Assigns this default template to all Menu Items/pages.
Assigned:	Opens a page where you can assign this template to specific Menu Items/pages. This will override the default template for the pages chosen. If you choose 'None', it will act the same way as the 'Default' parameter.
Author:	The name of the template's author as defined in the templateDetails.xml file.
Version:	The version of the template as defined in the templateDetails.xml file.
Date:	The date of the template as defined in the templateDetails.xml file.
Author URL:	The URL link to the template's author as defined in the templateDetails.xml file.

Note: Both the assigned and the default template will be overridden by the Template Chooser Module in the Front-end, if used. Any template displayed on this list will show in the Template Chooser Module.

Toolbar Buttons: **Default**, **Assign**, **Delete**, **Edit HTML**, **Edit CSS**, and **New** are available.

Install a New Template

Field Name	*Details/Options*
Upload a Template:	If your server has GZip support with PHP, you will be able to upload a zipped package file that will be installed automatically. Browse to the location of the element (zipped package file of a Template) on your computer. Then click the Upload File & Install button.
Install from a Directory:	If you do not have GZip support, you must unpack the zipped file onto your local drive before uploading it. Unzip the archive into a folder on your local drive and upload the unpacked archive files to your host's server. Type the location of this file (it must be the absolute location) then click the Install button.

Delete a Template

If you want to delete any template, go to the menu item **Site > Template Manager > Site Templates** and use the **Delete** button.

Assign a Template

You can assign a template to one or more pages from the list that is displayed. When assigned, the template will appear when a user clicks on these pages. This will override the default template.

If you want to remove an assigned template from one (or some) page(s), select the assigned template again (radio button), and click the **Assign** button in the Toolbar. Now either deselect the items you do not want assigned for this template anymore, or click **None** to completely remove the assignment for this template.

Access: Select **Site > Template Manager > Site Templates**.

The **Template Manager [Site]** screen will be displayed.

Edit the HTML File

Select the radio button next to the template you want to edit and then click the **Edit HTML** button.

The **Template HTML Editor** screen will be displayed.

Figure 133: Template HTML Editor screen

Toolbar Buttons: **Save** and **Cancel** are available.

To the right of the write status of ***index.php*** is a check box labelled **Make unwriteable after saving**. Checking this box will change the file permissions of ***index.php*** to unwriteable once you have applied your changes.

Edit the CSS file

Access: Select **Site > Template Manager > Site Templates**.

The **Template Manager [Site]** screen will be displayed.

Check the box next to the template you want to edit and then click the **Edit CSS** button.

The **Template CSS Editor** screen will be displayed.

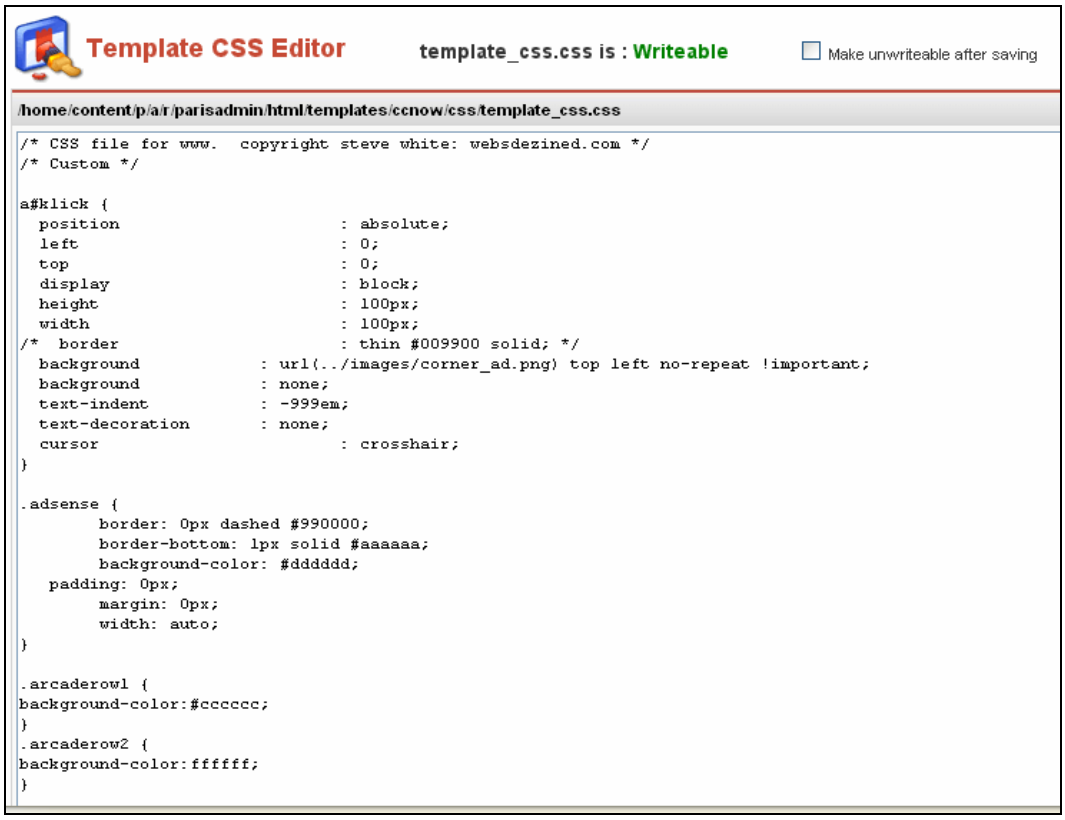


Figure 134: Template CSS Editor screen

Toolbar Buttons: **Save** and **Cancel** are available.

To the right of the write status of template_css.css is a check box labelled **Make unwriteable after saving**. Checking this box will change the file permissions of template_css.css to unwriteable once you have applied your changes.

Administrator Templates

Access: Select **Site > Template Manager > Administrator Templates**.

The **Template Manager [Administrator]** screen will be displayed.

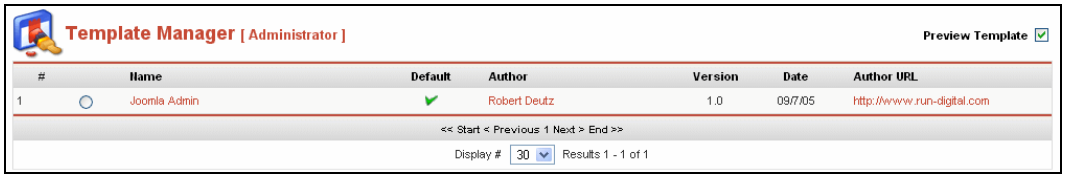

Template Manager [Administrator]
Preview Template
Name Default Author Version Date Author URL
1 Joomla Admin Robert Deutz 1.0 09/7/05 http://www.run-digital.com
<< Start < Previous 1 Next > End >>
Display # 30 Results 1 - 1 of 1

Figure 135: Template Manager (Administrator) screen

The Administrator Templates can be chosen by clicking the **Default** button. Administrator Templates are not assignable to any pages.

The following information is displayed:

Column Names ***Details/Options***

Name: The name of the template as defined in the templateDetails.xml file.

Default: Assigns this default template to all Menu Items/pages.

Author: The name of the template's author as defined in the templateDetails.xml file.

Version: The version of the template as defined in the templateDetails.xml file.

Date: The date of the template as defined in the templateDetails.xml file.

Author URL: The URL link to the template's author as defined in the templateDetails.xml file.

Toolbar Buttons: **Default**, **Delete**, **Edit HTML**, **Edit CSS**, and **New** are available.

The processes for each of these are the same as for the Site Templates.

Module Positions

Access: Select **Site > Template Manager > Module Positions**.

The **Module Positions** screen will be displayed.

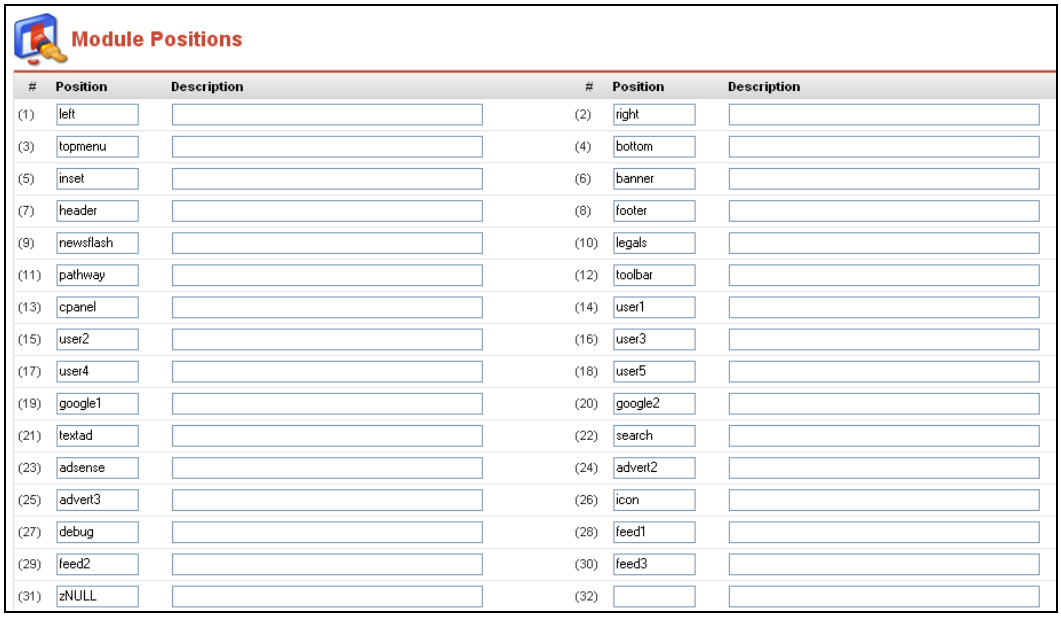


Figure 136: Module Positions screen

Toolbar Buttons: **Save** or **Cancel** are available.

There are 27 positions already defined in the Module Positions list and a further 23 positions that can be defined by you.

Each position is represented in the template code in the following way:

<?php mosLoadModules ('left'); ?> for the modules assigned to the left position.

Enter new positions as required and click the **Save** button.

Messages

Access: Select **Site>Messages**

Configuration

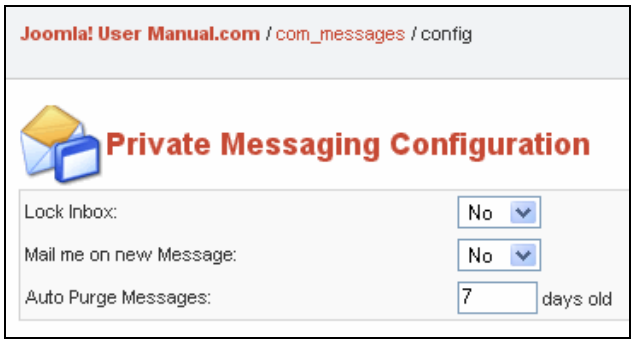


Figure 137: Private Messaging Configuration screen

There are two configuration options available to your Administrator. Use the select box to choose your option: **Yes** or **No**

Field Name	***Details/Options***
Lock Inbox:	This option allows you to prevent Administrators or System processes from sending you messages. If you are the only administrator, or work with a small group of administrators, you may choose not to use this feature at all. It is a good idea to leave the box open while you are adding new Components as it will help you be aware of system processes.
Mail me on new Message:	This option will result in an e-mail being sent to you each time you receive a new message.
Auto Purge Messages:	Set the number of days old after which the message will be purged from the database.

Message Inbox

This menu option displays your current Inbox.

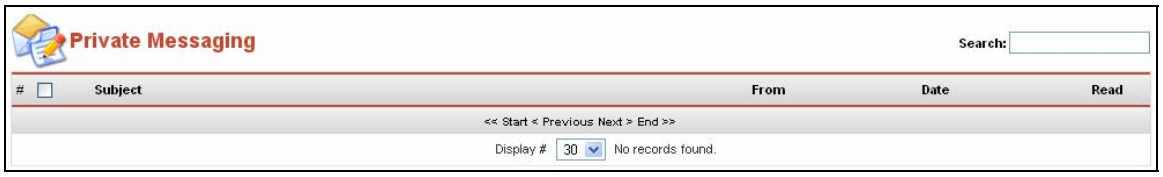


Figure 138: Message Inbox screen

View a message

Click the hyperlinked **Subject** of the desired message. Details of the message will be shown. Click the **Back** button in the toolbar to return to your Inbox.

Create a new message

Click the **New** button in the toolbar. Select the Recipient from the list and enter the desired subject and Message. Click the **Save** button to send the message. Click the **Cancel** button to abort the operation.

Delete a message

Select the checkbox next to the Subject of the message, (or multiple messages), that you want to delete. Click the **Delete** button in the toolbar. An alert box will ask you to confirm the operation.

Note: Private messaging is only supported to, or between, users in a group that have access to the Administrator Back-end.

System Information

Version Check

Check: This option links you to http://www.joomla.org/content/blogcategory/32/66/, which provides details on the latest version of the software.

System Info

Information
System Info
PHP Info
Permissions
System Information
Following PHP Server Settings are not optimal for Security and it is recommended to change them:
Joomla! RG_EMULATION setting is `ON` instead of `OFF` in file globals.php
`ON` by default for compatibility reasons
Please check the Official Joomla! Server Security post for more information.
PHP built On: Linux linhost166.prod.mesa1.secureserver.net 2.4.21-40.ELsmp #1 SMP Thu Feb 2 22:22:39 EST 2006 i686
Database Version: 4.0.27-max-log
PHP Version: 4.3.11
Web Server: Apache
WebServer to PHP interface: cgi-fcgi
Joomla! Version: Joomla! 1.0.11 Stable [Sunbow] 28 August 2006 20:00 UTC
User Agent: Mozilla/5.0 (Windows; U; Windows NT 5.1; en-US; rv:1.8.0.7) Gecko/20060909 Firefox/1.5.0.7

Figure 139: System Info screen

The Information screen has three tabs as follows:

System Info: This tab provides information about the *PHP* build, web server, Joomla! version installed, Browser being used and details of the `configuration.php` file located in the Joomla! root directory.

PHP Info: This tab provides detailed information about the *PHP*, *Zend* and *MySQL* versions and configurations being used.

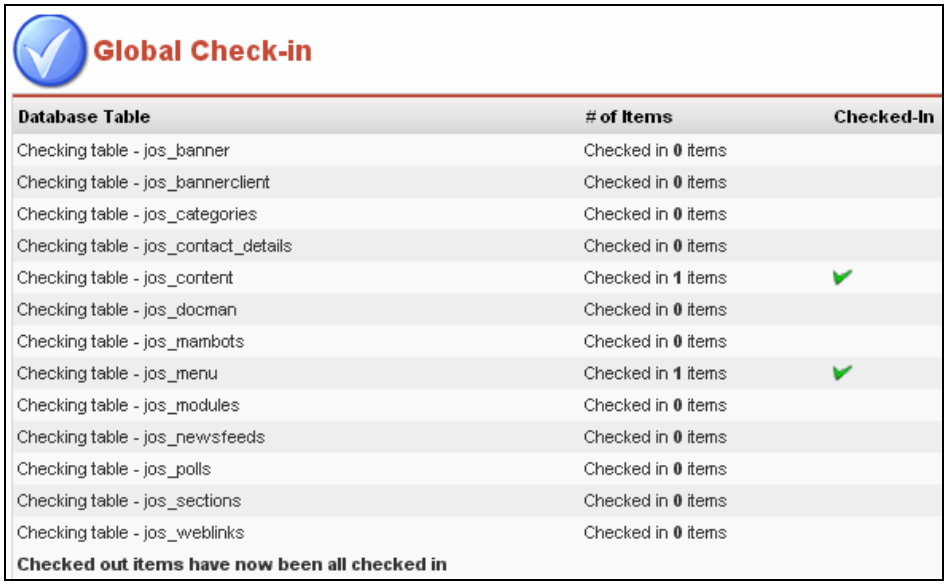
Permissions: This tab provides detailed information about the folder permissions of your Joomla! installation.

Note: For all Joomla! functions and features to work **all** of the following directories should be writeable.

Global Check-in

Access: Select **System>Global Checkin**

The **Global Check-in** screen will be displayed.



Global Check-in

Database Table	# of Items	Checked-In
Checking table - jos_banner	Checked in **0** items	
Checking table - jos_bannerclient	Checked in **0** items	
Checking table - jos_categories	Checked in **0** items	
Checking table - jos_contact_details	Checked in **0** items	
Checking table - jos_content	Checked in **1** items	✔
Checking table - jos_docman	Checked in **0** items	
Checking table - jos_mambots	Checked in **0** items	
Checking table - jos_menu	Checked in **1** items	✔
Checking table - jos_modules	Checked in **0** items	
Checking table - jos_newsfeeds	Checked in **0** items	
Checking table - jos_polls	Checked in **0** items	
Checking table - jos_sections	Checked in **0** items	
Checking table - jos_weblinks	Checked in **0** items	
Checked out items have now been all checked in		

Figure 140: Global Check-in screen

When a user edits a file, Joomla! changes the file's status to **Checked Out**. The file is locked and only the user who has checked it out can modify it. This security feature prevents two users from editing a document at the same time, thus preventing the loss of data upon saving.

A Content Item remains Checked Out until the user clicks **Save**, **Apply,** or **Cancel** while editing it. Once saved, the Content Item is **Checked In**. However, if there is a connection error, such as when the user presses the browser's **Back** button, or the user chooses another menu item without saving or cancelling the work in progress, the Content Item remains Checked Out. This means no one can edit it. If users report this, verify the item's availability by looking in the Section, Category, or Item file list. If the item has a **Padlock** button, a Super Administrator will need to make the item available again by performing a **Global Checkin**.

Global Checkin will unlock all Content Items currently Checked Out. Only a Super Administrator can perform it.

To perform a Global Checkin, select: **System > Global Checkin**. After performing the Global Checkin, Joomla! returns a list showing how many items, and from which Tables, were checked back in.

WARNING!: Performing a Global Checkin while documents are open for editing may result in data loss. All checked out items will be checked in and any unsaved changes will be lost.

Appendix A: Creative Commons Licence

Attribution-NonCommercial-ShareAlike 2.5

You are free:

- to copy, distribute, display, and perform the work
- to make derivative works

Under the following conditions:

Attribution. You must attribute the work in the manner specified by the author or licensor.

Noncommercial. You may not use this work for commercial purposes.

Share Alike. If you alter, transform, or build upon this work, you may distribute the resulting work only under a license identical to this one.

For any reuse or distribution, you must make clear to others the license terms of this work.

Any of these conditions can be waived if you get permission from the copyright holder.
Your fair use and other rights are in no way affected by the above.

Appendix B: Back-end Menu Options

Legend: **A** – Administrator, **M** – Manager, **S** – Super Administrator only. The Super Administrator has access to all options.

Main Menu	*Sub-Menu*	*Sub-Menu*	*Sub-Menu*	*Access Level*	*Chapter Reference*
Home				**A, M**	
Site	Global Configuration			**S**	Chapter 8 – Global Configuration
	Language Manager	Site Languages		**S**	Chapter 8 – Language Manager
	Media Manager			**A, M**	Chapter 6 – Managing Media
	Preview	In New Window			Chapter 6 – Preview
		Inline			
		Inline with Positions			
	Statistics	Browser, OS, Domain			Chapter 6 – Statistics
		Page Impressions			
		Search Text			
	Template Manager	Site Templates		**S**	Chapter 8 – Managing Templates
		Administrator Templates			
		Module Positions			
	Trash Manager				Chapter 7 – Trash Manager
	User Manager				Chapter 7 – Managing Users
Menu	Menu Manager			**A**	Chapter 7 – Managing Menus
	mainmenu			**A,M**	
	othermenu			**A,M**	
	topmenu			**A,M**	

	usermenu			**A,M**	
Content	Content by Section	News	News Items	**M**	Chapter 6 – Managing Content
		Newsflashes	Newsflashes Items		
			Add/Edit Newsflashes Categories		
		FAQs	FAQs Items		
			Add/Edit FAQs Categories		
	All Content Items				Chapter 6 – Managing Content
	Static Content Manager				Chapter 6 – Managing Content
	Section Manager				Chapter 6 – Managing Content
	Category Manager				Chapter 6 – Managing Content
	Frontpage Manager				Chapter 6 – Managing Content
	Archive Manager				Chapter 6 – Managing Content
Components	Banners	Manage Banners		**A**	Chapter 7 – Managing Components
		Manage Clients		**A**	
	Contacts	Manage Contacts		**A**	Chapter 7 – Managing Components
		Contact Categories		**A**	
	Mass Mail			**A**	Chapter 7 – Managing Components
	News Feeds	Manage News Feeds		**A**	Chapter 7 – Managing Components
		Manage Categories		**A**	
	Polls			**A**	Chapter 7 – Managing Components

	Syndicate		**A**	Chapter 7 – Managing Components
	Web Links	Weblink Items	**A**	Chapter 7 – Managing Components
		Weblink Categories	**A**	
Modules	Site Modules		**A**	Chapter 7 – Managing Modules
	Administrator Modules			Chapter 7 – Managing Modules
Mambots	Site Mambots			Chapter 7 – Managing Mambots
Installers	Templates – Site			Chapter 8 – Managing Templates
	Templates – Admin			Chapter 8 – Managing Templates
	Languages			Chapter 8 – Language Manager
	Components			Chapter 7 – Managing Components
	Modules			Chapter 7 – Managing Modules
	Mambots			Chapter 7 – Managing Mambots
Messages	Inbox			Chapter 8 - Messages
	Configuration			
System	System Info			Chapter 8 – System Info
	Global Checkin			Chapter 8 – Global Checkin
Help				

Appendix C: Menu Item Parameters

Parameter Name	*Functions and Values*	*Menu Item Category*
Menu Image:	A small image to be placed to the left or right of the menu item. Must be stored in images/stories.	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive Link – Content Item Link – Static Content Submit – Content Table: Content Category Table – Content Section Separator/Placeholder Wrapper Link – Component Item Link – Contact Item Link – Newsfeed Table – Newsfeed Category Table – Weblink Category Link URL
Page Class Suffix:	A suffix to be applied to the class of this page to allow individual page styling	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive Table: Content Category Table – Content Section Wrapper Link – Contact Item Link – Newsfeed Table – Newsfeed Category Table – Weblink Category
Back Button:	Returns you to the previously viewed page. Use Global, Show or Hide	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive Table: Content Category Table – Content Section Wrapper Table – Newsfeed Category

		Table – Weblink Category
Page Title:	Text to display at the top of the page	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive Wrapper Link – Contact Item Link – Newsfeed Table – Newsfeed Category Table – Weblink Category
Page Title:	Show or Hide	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive Wrapper Link – Contact Item Link – Newsfeed Table – Newsfeed Category Table – Weblink Category
#Leading:	Number of items to display as 'leading' full width item	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
#Intros:	Number of items to display with the Intro Text	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Columns:	The number of columns per row to display the Intro Text	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
#Links:	The number of Items to display as Titles linked	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Category Order:	Order Items by Category. No order by Primary Order Only	Blog – Content Category Blog – Content Category Archive

	Title Alphabetic Title Reverse Alphabetic Ordering	Blog – Content Section Blog – Content Section Archive
Primary Order:	Order the Items will be displayed in. Default Oldest first Most recent first Title Alphabetic Title Reverse Alphabetic Author Alphabetic Author Reverse Alphabetic Most Hits Least hits Ordering	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Pagination:	Show or Hide Pagination Support. Auto Hide Show	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Pagination Results:	Show or Hide Pagination results Info, (e.g. 1 – 4 of 4)	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
MOSImages:	Display {mosimage}. Show or Hide	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Description:	Show or Hide the Category/Section Description	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive Table – Content Section
Description Image:	Show or Hide the Category Image	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive Table – Content Section
Category Name:	Show or Hide the Category name.	Blog – Content Category

		Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Category Name Linkable:	Makes the Category name a link to the Category page.	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Item Titles:	Show or Hide the Item titles	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Linked Titles:	Makes the Item titles linkable Use Global No Yes	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Read More:	Show or Hide the Read More link	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Item Rating:	Show or Hide the item rating. This is only applicable for the blog page.	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Author Names:	Show or Hide the item's author. This is only applicable for the blog page.	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Created Date and Time:	Show or Hide the item's creation date and time. This is only applicable for the blog page.	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Modified Date and Time:	Show or Hide the item's modification date and time. This is only applicable for the blog page.	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
PDF Button:	Show or Hide the item's PDF button. This is only applicable for the blog page.	Blog – Content Category Blog – Content Category Archive

Print Button:	Show or Hide the item's print button. This is only applicable for the blog page.	Blog – Content Section Blog – Content Section Archive Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
E-mail Button:	Show or Hide the item's E-mail button. This is only applicable for the blog page.	Blog – Content Category Blog – Content Category Archive Blog – Content Section Blog – Content Section Archive
Order By:	This overrides the ordering of the items.	Table – Content Category Table – Content Section
Date Format:	The format of the date displayed. If left blank it will use the format specified in the language file.	Table – Content Category Table – Content Section
Date Column:	Show or Hide the Date Column.	Table – Content Category Table – Content Section
Author Column:	Show or Hide the Author's Column.	Table – Content Category Table – Content Section
Hits Column:	Show or Hide the Hits Column.	Table – Content Category Table – Content Section
Table Headings:	Show or Hide the Table Headings.	Table – Content Category Table – Content Section
Navigation Bar:	Show or Hide the Navigation Bar.	Table – Content Category Table – Content Section
Order Select:	Show or Hide the Order Select drop down.	Table – Content Category Table – Content Section
Display Select:	Show or Hide the Display Select drop down.	Table – Content Category Table – Content Section
Display Number:	The number of items to be displayed by default.	Table – Content Category Table – Content Section
Filter:	Show or Hide the filter function.	Table – Content Category Table – Content Section
Filter Field:	The field to which the filter is applied.	Table – Content Category Table – Content Section
Other Categories:	Show or Hide the listing of the other	Table – Content Category

	Categories.	
Empty Categories:	Show or Hide the Categories with no items.	Table – Content Category
# Category Items:	Show or Hide the number of items in each Category.	Table – Content Category Table – Content Section
Category Description:	Show or Hide the Category Description, which will appear below the Category name.	Table – Content Category Table – Content Section
Category List: Section:	Show or Hide the List of Categories in the list view page.	Table – Content Section
Empty Categories in Section:	Show or Hide the empty Categories in the Section view.	Table – Content Section
Category List – Category:	Show or Hide the list of Categories in Table view page.	Table – Content Section
Empty Categories:	Show or Hide Categories with no items.	Table – Content Section
Scroll Bars:	Show or Hide the horizontal and vertical scroll bars.	Wrapper
Width:	The width of the Iframe window in absolute (pixels) or percentage (%) terms	Wrapper
Height:	The height of the Iframe window in absolute (pixels) or percentage (%) terms	Wrapper
Auto Height:	The height will automatically be set to the size of the external page. This will only work for pages on your own domain. If you see a JavaScript error, make sure this parameter is disabled. This will break XHTML compatibility with this page.	Wrapper
Auto Add:	By default, http:// will be added unless it detects http:// or https:// in the URL link. This allows you to switch this off.	Wrapper
Banned E-mail:	E-mails containing any of the text will be banned. Separate different words with semi-colons, e.g. ban;text etc.	Link – Contact Item
Banned Subject:	Subjects containing any of the text will be banned. Separate different words with semi-colons, e.g. ban;text etc.	Link – Contact Item
Banned Text:	Text containing any of the text will be banned. Separate different words with semi-colons, e.g. ban;text etc.	Link – Contact Item
Session Check:	Check for the existence of session cookies. This means that users without cookies will not be able to send e-mails.	Link – Contact Item
Feed Image:	Show or Hide the image of the feed.	Link – Newsfeed
Feed Description:	Show or Hide the description text of the	Link – Newsfeed

	feed.	
Item Description:	Show or Hide the intro text of an item.	Link – Newsfeed
Word Count:	This allows you to limit the number of visible words. 0 will show all of the text.	Link – Newsfeed
Table Headings:	Show or Hide the Table Headings.	Table – Newsfeed Category Table – Weblink Category
Name Column:	Show or Hide the Name Column.	Table – Newsfeed Category
Articles Column:	Show or Hide the Articles Column.	Table – Newsfeed Category
Link Column:	Show or Hide the Link Column.	Table – Newsfeed Category
Other Categories:	Show or Hide the list of the other Categories.	Table – Newsfeed Category Table – Weblink Category
Category Description:	Show or Hide the description of the other Categories.	Table – Newsfeed Category
# Category Items:	Show or Hide the number of items for the other Categories.	Table – Newsfeed Category
Hits:	Show or Hide the Hits column.	Table – Weblink Category
Link Descriptions:	Show or Hide the descriptive text of the links.	Table – Weblink Category
Icon:	Icon to be used to the left of the URL link in Table view. The icon comes from the images/stories folder	Table – Weblink Category

Appendix D: Glossary

Glossary Term	*Definition*
Admin Templates:	Templates used to define the layout of the Administrator (Back-end) area of your Joomla! web site.
Administrator:	A User level within Joomla! with access to some Administrator (Back-end) and all Site (Front-end) functions.
Alt attribute:	Author-defined alternate text for an image. The browser displays this text rather than the image, and it describes to the reader what he or she is missing on a page. It is a good practice to include the alt attribute for each image on a page to improve the display and usefulness of your document for instances in which the browser cannot load images, for users unable to view images due to sight impairment, or for people who have text-only browsers. *See also: Image Tag*
Archive:	Content Items can be archived and managed through the Administrator (Back-end). The Archive Module provides a way of displaying archived items on your web site.
Article:	Discrete piece of content within the Joomla! hierarchy, which may be associated with a particular Section/Category combination or may be a Static Content Item; usually displayed in the main body of your page. Within the Content hierarchy, Section is the top level and is a container for Categories. Category is the next level and is a container for the third level, Articles. See also: Content Item.
Author:	User level within Joomla! with access only to Site (Front-end) functions. *See also: Editor, Publisher, and Registered.*
Back-end (Administrator Back-end):	Administrator's Control Panel, where site Managers, Administrators, or Super Administrators log in to manage all aspects of their web site, including both features and content. *See also: Front-end (Site Front-end).*
Banners:	A Joomla! core Component, which allows you to manage and display banner ads for your web site. In the Administrator (Back-end), you can set up banners, input and associate clients with their specific banners, and specify impressions as a number or unlimited. The number of impressions seen and clicks are recorded and displayed in the Back-end under Components/Banners/Manage Banners. Banners are displayed on the Site (Front-end) using the banners module.
Blog:	A style of content presentation within Joomla!, displaying some or all of the Content Items in a certain section or Category. The title may appear as a link or both the title and the introductory text, with a Read More link displayed. Often the News page is written in Blog style.
Browser:	A Software program used to view and interact with various types of Internet resources available on the World Wide Web. FireFox, Internet Explorer, and Safari are three common examples.
Cascading Style Sheets (CSS):	Cascading Style Sheets (CSS) provide the ability to separate the layout and styles of a web page from the data or information. Styles such as fonts, font sizes, and margins can be specified in one place, then the web pages feed off this one master list, with the styles cascading throughout the page or an entire site. Cascading Style Sheets are contained in a .css file.
Category:	Collection of related Content Items; for instance, the Category Airplanes may contain the Content Items Biplanes, Fixed wing, and Jets. Within the Content hierarchy, Section is the top level and is a container for Categories. Category is

	the next level and is a container for the third level, Articles. *See also: Article and Section.*
Category Name:	The long name to be displayed in headings, e.g. Contact Our Corporate Headquarters in Virginia.
Category Title:	The short name to appear in menus, e.g. Contact Us
Check Out (an item):	When a user edits a file, they check it out. This prevents other users from being able to edit the item at the same time, thus preventing loss of data upon saving.
Check-in:	This function, available from the Site (Front-end) for Registered users with editing privileges, allows a user to make the items they were working on, previously locked and un-editable, available again. *See also: Global Check-in*
Client-side Scripting:	Class of computer programming on the web, which is executed client-side by the user's web browser, instead of server-side (on the web server). This type of computer programming is an important part of the Dynamic HTML (DHTML) concept, enabling web pages to be scripted; that is, to have different and changing content depending on user input, environmental conditions (such as the time of day), or other variables. *See also: Server-side Scripting.*
CMT:	Acronym for Components, Modules, and Templates.
CMTP:	Acronym for Components, Modules, Templates, and Plugins.
Components:	Content elements or applications that are usually displayed in the centre of the main content area of a template. This depends on the design of the template in use. Components are core elements of Joomla!'s functionality. These core elements include Banners, Contact, News Feeds, Polls, and Web Links. Members of the Joomla! community produce third party Joomla! components on a continuous basis. They are freely available to download from http://developer.joomla.org and a number of other web sites. *See also: Modules.*
Configuration File:	The ***configuration.php*** file, found in the root directory of your Joomla! installation, contains global variable information specific to your own Joomla! installation, such as database user name, admin password, etc.
Content Item:	A Content Item is an item within the Section, Category hierarchy. *See also: Static Content Item*
Content Management System (CMS):	Software for dynamically managing web site content directly on the server.
Core Zip-file:	This contains the official standard Joomla! installation. This may be downloaded from http://developer.joomla.org and various other web sites. The Joomla! core software contains some built-in CMTP's, but can be extended with third-party developer's add-ons.
Database:	An organised collection of records that you can search, sort, and analyse rapidly. Joomla! is database-driven software, which means you can add, edit, or delete content that is stored in Joomla!'s database. *See also: Record*
Document Object Model (DOM) :	Form of representation of structured documents as an object-oriented model; the official World Wide Web Consortium (W3C) standard for representing structured documents in a platform- and language-neutral manner. DOM is also the basis for a wide range of application programming interfaces, some of which are standardised by the W3C. *See also: DOMIT*

DOMIT:	An xml parser for PHP based on the Document Object Model (DOM) Level two specifications. It is lightweight, fast, and written purely in PHP. *See also: DOM.*
Dynamic HTML (DHTML):	An extension of HTML, enables, among other things, the inclusion of small animations and dynamic menus in Web pages. DHTML code makes use of Style Sheets and JavaScript.
Editor:	User level within Joomla! with access only to Site (Front-end) authoring and editing functions. *See also: Author, Publisher, and Registered.*
Extensions:	Components, Modules, Templates, Plugins or Languages that extend your Joomla! installation. These elements can already be bundled into the core or they can be third-party elements.
Front-end (Site Front-end) :	Web site that is seen by your visitors (or Registered users. *See also: Back-end (Administrator Back-end).*
Frontpage/ Front Page:	Built-in Component, which shows all the published Content Items from your site marked with the parameter Show on Front Page. You may configure the display of the Front Page by editing the menu item associated with it, usually the Home menu item. The ordering of your Frontpage Content Items is done using the Frontpage Manager option under the Content menu option.
Global Check-in:	When an item is checked out and it is not saved or cancelled correctly (such as with a connection error or the use of “back” on the browser), it will remain checked out, and thus un-editable for all other users. Performing a Global Check-in will make those items available again. This option is only available in the Administrator (Back-end) or as a User Menu item for logged-in users.
Group:	Collection of user levels, classified as either Site (Front-end) or Administrator (Back-end). *See also: Administrator (Back-end), Site (Front-end).*
HTML:	Short for Hyper Text Markup Language, the authoring language used to create documents on the World Wide Web. *See also: JavaScript, PHP*
Image tag:	In HTML, images are defined with the <img> tag. *See also: Alt attribute.*
Intro Text:	Required field that must contain content when creating a new Content Item or editing an existing Content Item. If text has been added to the Main Text field and the Content Item is checked to Show on Front Page, a Read More link will be shown, pointing to the full Content Item. Intro Text and Main Text are used in Content Items in the Section/Category hierarchy but not in Static Content Items. *See also: Main Text*
Installers:	A menu option allowing access to Component, Language, Mambots, Module or Templates screens from which zip files can be uploaded for installation on your Joomla! Web site. This option is only available to Super Administrators.
Item:	An Item is a discrete piece of content within the Joomla! hierarchy. An item can be an article, a content Category, a menu item or a link.
JavaScript:	A common computer programming language developed by ECMA for use in web pages. JavaScript is relatively small and fast and is used for providing interactivity on web pages. *See also: HTML, PHP*
Joomla!:	Joomla! is one of the finest Open Source Web Content Management Systems available.
Joomla! Administrator:	The Joomla! Administrator is an application for administering your Joomla! Web site directly on the server. It is sometimes also referred to as any of the Administrator, Back-end Admin Section, Administration Section, or the Control

	Panel.
Joomla! User:	Joomla! Users are arranged in two groups with different levels of access control. Users with access to the Front-end include Anonymous, Registered, Author, Editor, and Publisher. There are also three levels with access to the Back-end Manager, Administrator, and Super Administrator.
Mambot:	A Mambot is a small, task-oriented function that intercepts content before it is displayed and manipulates it in some way. Joomla! provides a number of Mambots in the core distribution, e.g. WYSIWYG editors, 3rd party component and module searchers, etc.
Main Body:	Defined in the PHP code as <?php mosMainBody(); ?>, this displays content from Joomla! components, e.g. calendar of events and Content Items etc.
Main Text:	When creating or editing a Content Item, the Main Text box contains the text you do not want to show on the Front Page. It shows up after clicking the 'Read On' link in the Front-end of your site. *See also: Intro Text*
Manager:	A user level within Joomla!. Manager users have access to some Back-end and all Front-end functions. See also: Administrator, Super Administrator
Mass Mail:	A core Joomla! component that allows E-mails to be sent to All User Groups, a single Group or a User Group and Child Groups.
Media Files:	Media files such as .gif, .jpg, .png or .bmp files can be used in Content Items and are organised via the Media Manager. Media files can be included in Content Items via Image Tab on Edit Content Item pages, WYSIWYG editors' include media managers, third party components, etc.
Modules:	Modules extend the capabilities of Joomla! giving the software new functionality. Modules are small Content Items that can be displayed anywhere that your template allows it to be displayed. Modules are very easy to install in the Admin Section. Joomla! modules may include: Main Menu, Top menu, Template Chooser, Polls, Newsflash, Hit Counter, etc. Members of the Joomla! Community produce Joomla! modules on a continuous basis. They are freely available on http://developer.joomla.org for download. An example of a module PHP code is `<?php mosLoadModules ( 'module position' ); ?>`. See also: Module Position
Module Position:	Names for the placement of modules within a template. There are 27 pre-named positions, e.g. left, right, top, bottom and 23 author-defined positions. Module positions are not confined by their name. Thus, the left module position, coded as `<?php mosLoadModules ( 'left' ); ?>` may be placed anywhere in the template. *See also: Modules*
Newsfeed:	A Newsfeed is a way of sharing content between different sites. The types of Newsfeeds currently available to display and produce (RSS versions, Atom, etc). The code is produced by the DOMIT parser. This sharing method is meant for creating a news introduction in the way the provider wants it and it normally has a link to the provider's web site. Joomla! offers you the possibility to both offer and display Newsfeeds.
Open Source (OS):	Open Source is a general term describing several parts of the Free Software Licence movement. All the source code for Joomla! is open source and is readable and changeable by any user.
PHP:	Hypertext Pre-processor is an Open Source server side programming language extensively used for web scripts and to process data passed via the Common Gateway Interface from HTML forms etc. PHP can be written as scripts that

	reside on the server and may produce HTML output that downloads to the web browser. Alternatively, PHP can be embedded within HTML pages that are then saved with a ***.php*** file extension. *See also: HTML, JavaScript*
patTemplate:	***patTemplate*** is a system within Joomla! to help create Joomla! site templates.
Parameters:	Parameters can be used to alter the presentation of specific items, menus, or modules.
Polls:	A core Joomla! component that allows a poll to be displayed on your Joomla! web site. You can define the Poll title, the time delay in seconds (Lag) between votes, up to 12 vote options and on which page(s) it should be displayed.
Preview:	The **Preview** button enables a popup window for you to see from the , Back-end that your Content Item would look like in the , Front-end of your site.
Projects:	Projects can be components, modules, templates, Mambots, and scripts that are freely set up and managed by their authors at http://developer.joomla.org.
Public Back-end:	See Back-end
Public Front-end:	See Front-end
Publish(ed):	This defines the state of various parts of your Joomla! installation. For example, installed elements will only display on your web site if they are published. Content Items can be managed with a start and end date of publishing. See also: Unpublish(ed)
Publisher:	A user level within Joomla!. Publisher users only have access to Front-end functions. *See also: Author, Editor and Registered*
Record:	A database record is a description of a single item as stored in a database. In a relational database, each row of each Table is a database record. *See also: Database*
Registered User :	A user level within Joomla!. Registered users only have access to Front-end functions. *See also: Author, Editor and Publisher*
Server-side scripting:	Programs that are interpreted by the web server when a page is requested. Scripts have special extensions such as ***.php***, ***.asp***, and ***.jsp***. When the server finishes processing a script, it usually sends a HTML page that can be viewed in any web browser. *See also: Client-side scripting*
Static Content Item:	A Static Content Item is a Content Item that does not belong to the Sections/Category/Content Item hierarchy. *See also: Content Item*
Section:	A Section is a collection of Categories that are related in some way. It is part of the Section/Category/Content Item hierarchy. A section might be called 'Transport', categories in this section might be 'Boats', 'Cars', and 'Airplanes'. See also: Category.
Site:	The Joomla! Site is the Web site displayed to your visitors or users, containing all the content added in the Admin Section. It is sometime referred to as the 'Front-end'.
Site Templates:	Site Templates define the layout of your Joomla! Web sites Front-end. *See also: Admin Templates and Templates*
Super Administrator:	User level within Joomla! with access to all Administrator (Back-end) and Site (Front-end) functions. *See also: Administrator, Manager.*

Syndication:	A process, using a Newsfeed, by which a web site is able to share information, such as Articles, with other web sites.
Templates:	Defining the layout of your Joomla! web site, templates can be created for the Site (Front-end) of your site (called Site Templates), as well as for the Administrator (Back-end) called Administrator Templates. You can assign different templates to various pages of your web site. *See also: Administrator Templates, patTemplate and Site Templates.*
Title:	Name given to an Article, which may be displayed above it in the Site (Front-end).
Title Alias:	Alternative title for Articles, used by SEF scripts and dynamic title/meta scripts.
Unpublish(ed):	State of various parts of your Joomla! installation, indicating whether that particular piece is visible on the site or operational (very much like an on-off switch). For example, installed elements will not be displayed on your web site if they are unpublished. Content Items can be managed with a start and end date of publishing. *See also: Publish(ed).*
Web Links:	Core component that manages and displays hyperlinks to other web sites, organised into categories.
Workspace:	Section of the Joomla! Admin where the business of configuration and content publishing takes place. The workspace dynamically updates as you select tools and menu options. The workspace can include: HTML editor, article and link management and several other features.
Wrapper:	Built-in Joomla! Component, used to pull in and display any URL within your web site. This can be used to wrap an application (like a forum or a gallery), individual pages, or even an entire web site. An alternative name is an Iframe.
WYSIWYG Editor:	Editing tool, which uses a WYSIWYG (an acronym for What You See Is What You Get) interface to allow easy editing of items in a non-code format.

Appendix E: Joomla! Site Map

The following Table shows the menu options, sub options, and functions for the Joomla! Back-end.

Main Menu	***Sub-Menu***	***Sub-Menu***	***Screen Functions***
Level 1	***Level 2***	***Level 3***	***Level 4***
Home			
Site	Global Configuration		
	Language Manager	Site Languages	Publish, Delete, Edit, New
	Media Manager		Upload, Create, Cancel
	Preview	In New Window	
		Inline	
		Inline with Positions	
	Statistics	Browser, OS, Domain	
		Page Impressions	
		Search Text	
	Template Manager	Site Templates	Default, Assign, Delete, Edit HTML, Edit CSS, New
		Administrator Templates	Default, Delete, Edit HTML, Edit CSS, New
		Module Positions	Save, Cancel
	Trash Manager		Restore, Delete
	User Manager		Logout, Delete, Edit, New
Menu	Menu Manager		Copy, Delete, Edit, New
	mainmenu		Publish, Unpublish, Move, Copy, Trash, Edit, New
	othermenu		Publish, Unpublish, Move, Copy, Trash, Edit, New
	topmenu		Publish, Unpublish, Move, Copy, Trash, Edit, New
	usermenu		Publish, Unpublish, Move, Copy, Trash, Edit, New

Content	Content by Section	News News Items News Archives News Categories	Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New
		Newsflashes Newsflashes Items Newsflashes Archives Newsflashes Categories	Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New
		FAQ's Newsflashes Items Newsflashes Archives Newsflashes Categories	Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New
	All Content Items		Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New
	Static Content Manager		Publish, Unpublish, Trash, Edit, New
	Section Manager		Publish, Unpublish, Copy, Delete, Edit, New
	Category Manager		Publish, Unpublish, Move, Copy, Delete, Edit, New
	Frontpage Manager		Archive, Publish, Unpublish, Remove
	Archive Manager		Unarchive, Trash
	Page Impressions		
Components	Banners	Manage Banners	Upload, Publish, Unpublish, Delete, Edit, New
		Manage Clients	Delete, Edit, New
	Contacts	Manage Contacts	Publish, Unpublish, Delete, Edit, New
		Contact Categories	Publish, Unpublish, Delete, Edit, New
	Mass Mail		Send Mail, Cancel
	News Feeds	Manage News Feeds	Publish, Unpublish, Delete, Edit, New
		Manage Categories	Publish, Unpublish, Delete, Edit, New

	Polls		Publish, Unpublish, Delete, Edit, New
	Syndicate		Save, Cancel
	Web Links	Weblink Items	Publish, Unpublish, Delete, Edit, New
		Weblink Categories	Publish, Unpublish, Delete, Edit, New
Modules	Site Modules		Publish, Unpublish, Copy, Delete, Edit, New
	Administrator Modules		Publish, Unpublish, Copy, Delete, Edit, New
Mambots	Site Mambots		Publish, Unpublish, Delete, Edit, New
Installers	Templates – Site		
	Templates – Admin		
	Languages		
	Components		Uninstall
	Modules		Uninstall
	Mambots		Uninstall
Messages	Inbox		Delete, New
	Configuration		Save, Cancel
System	System Info		
	Global Checkin		
Help			